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Developments in the Handling of Recent Manuscripts in the Library of Congress

By KATHARINE E. BRAND

Library of Congress

THE problem of "bigness," which faces most of us in one way or another these days, has a special bearing on the handling of materials of recent origin — and by recent, we mean, roughly, from 1900 on. A veritable tidal wave of such material is rolling in upon manuscript repositories, and the effort to establish some sort of control over it is resulting in what might almost be called a revolution in method, both in the Library of Congress and elsewhere. The difficulty began, probably, with the coming into common use of the typewriter, and its concomitant, the carbon copy. Personal papers of men whose careers have had public significance, and records of nongovernmental organizations of national scope — with both of which the Library is concerned — began to grow in size in the middle twenties, and are now snowballing at an amazing rate. Perhaps 90 percent of the Library's present holdings, and at least 95 percent of the material now coming in, can be classed as "recent."

Curiously enough, this problem did not become really acute until a few years ago. There has been a time lag, often, between a man's public service and the placing of his papers in a repository; but that period is shrinking. For example, we are only just now rounding out our World War I collections — the Newton D. Baker papers have only recently come in — and the armistice which concluded that war was signed more than 30 years ago. But we are acquiring, simultaneously, such papers as those of Charles Evans Hughes, who retired from the United States Supreme Court as recently as 1941, and of Harold L. Ickes and Cordell Hull, both members of Franklin D. Roosevelt's cabinet. In other words, the problem of bigness — of masses of paper — is just catching up with us.

The Woodrow Wilson collection, for example, occupies some 1,300 boxes, the Josephus Daniels papers 960 boxes, the Booker T. Washington papers something over 1,200 boxes, the noncurrent

records of the League of Women Voters more than 700 boxes, and the Gifford Pinchot papers 3,300 boxes. At, say, 300 pieces per box (a rule of thumb estimate, of course), these 5 collections alone run to well over 2,000,000 pieces.

Older manuscript collections are likely to be less voluminous and therefore somewhat more manageable. The Library's Thomas Jefferson papers, for example, do not exceed 20,000 pieces; its Alexander Hamilton papers comprise perhaps 5,000 pieces, and its Edwin M. Stanton papers 6,000 pieces. Older manuscripts are for the most part already placed in repositories by this time. They are, piece for piece, often more valuable than much of the recent material, which is likely to contain a good deal of dead wood such as duplicates, mimeographed material, and advertising matter. Much careful arrangement, indexing, cataloging, and calendaring of the older material has fortunately been possible. Stella R. Clemence is now completing a calendar of the Mexican material in the Library's Harkness collection of sixteenth-century Spanish manuscripts. Most of the George Washington papers for the Revolutionary War years have been calendared. The Abraham Lincoln collection has been cataloged in its entirety.

But the mass of recent material — the 90 percent — must be handled otherwise; for it is clear that, unless outside help is received in the form of funds from interested persons or organizations, few repositories can afford either to set up piece-by-piece arrangements, or to prepare piece-by-piece indexes or calendars.

What then is being done? In the Library of Congress, at any rate, we are developing a system of preliminary processing designed, first, to preserve our material for the future and, second, to make it as accessible as possible now, so that historians and biographers who come here from all over this country and from other countries can use it with a minimum loss of time. I say "preliminary" processing because we live in the hope of being able, sometime, to continue and perfect the work on our large collections. But we are beginning to realize that the preliminary phase, like the Government's temporary buildings of World War I, may last a long time.

Each new collection presents special problems of its own, but in general, this is how we proceed: As soon as a mass of papers has been unloaded at our basement door — they may be in 30 large wooden boxes, or in file cabinets, or in trunks and foot lockers — they are taken up to our processing rooms. We then fall to, open the containers (often a noisy process) and examine the material in order to find out whether any kind of arrangement already exists.

Usually we do find some arrangement — a group of family letters, or, in the papers of a Congressman or Senator, a constituents' file, or perhaps a general correspondence file and a group of subject dossiers. If the arrangement we find is at all usable, we keep it. When the original order has been disturbed during long periods of storage, or if the papers have been carelessly handled by movers, we restore the series order so far as possible. There are a number of reasons for this retention of discernible series, among them the fact that an arrangement of papers which proved workable during their "live" period is very likely to be workable, if understood, after they have come to rest in a repository. Moreover, if indexes to the papers are included, as they often are, radical rearrangement of the collection is likely to make such indexes useless.

After existing series have been identified, there still remains, usually, a mass of wholly unorganized papers that give every evidence of having been out in a tornado. This residue may or may not be of especial importance, but something must be done to control it. At present we are inclined, unless there are good reasons against it, to arrange such unorganized material chronologically — by years or groups of years or months, or, if it is not bulky, by days. Sometimes, if the group is substantial enough, an alphabetical arrangement within years or groups of years is set up. We do not hold that any of these methods constitutes the perfect answer, but we feel, and on this point we have had a good deal of agreement from our readers, that for an unorganized miscellany, some sort of chronology is of the greatest use to the greatest number.

The boxing is done, as a rule, while all this is going on. Following the practice of the National Archives, we now use metal-edge boxes. Papers are placed in these much as they would be in file drawers, and neutral-acid-content folders, rather than ordinary manila folders, are used to prevent or at least slow down deterioration. As each group is prepared, it is boxed, the boxes are given temporary penciled numbers, and an outline of their contents is kept on a working sheet. During this process material that requires some kind of rehabilitation such as flattening or lamination is set aside to be sent to the repair shop. Rusty pins and clips are removed also, and material unsuitable for retention in a manuscripts division, such as printed books, photographs, maps, and recordings, is segregated for transfer. At this stage, also, easily separable duplicates and such interesting memorabilia as pongee dusters and pieces of vacuum cleaners are earmarked for disposition.

We now have our papers in boxes with temporary numbers, and

we have a working record of the contents of each box. At this point any necessary changes in arrangement are worked out on paper, and the boxes are shifted on the shelves to correspond with the paper arrangement. They are then renumbered and labeled, and we are ready for the last and one of the most important steps, the preparation of the finding aid, or register.

In this business of finding aids, even more than in the matter of arrangement, we are feeling our way. We have taken advantage of the struggles of the National Archives in this field, and some of its methods we have either adapted or boldly stolen. We have pretty well settled down, now, to developing registers which consist of, first, a brief covering sheet giving such information as accession numbers, location, source, status, restrictions, and a note as to published accounts of the papers, if any; second, a biographical sheet in list form; third, descriptions of series; and, fourth, a box or folder list — that is to say, a list giving whatever detailed information is required. One copy of each such register is placed at our issue desk where it can be used by the reading-room staff and by readers themselves if the material is unrestricted; and two copies are placed in the case file, that very heart and center of our administrative records, where they are available to all staff members and where they form an integral part of the whole case history of the papers in question. Readers tell us these registers are extremely helpful, though they by no means obviate the need for search; and staff members have found them useful in answering reference questions.

In connection with the problem of finding aids it is a satisfaction to report that the Library is engaged in trying a new approach to an old and difficult problem — that of setting up some kind of control over all manuscript material in the country. The need for a national register of manuscripts has been discussed much and often by interested organizations and individuals, but the practical difficulties in the way have always impeded actual progress on the project itself. The Library is now attacking the situation from within, so to speak. A committee has been formed, and has been meeting for some months, to draw up rules for the cataloging of manuscripts, wherever possible by groups, with the understanding that such rules, before they are finally fixed, will be discussed with other committees and repositories concerned in order to reach general agreement as to the form and content of catalog cards. It is hoped that these rules will help all participating repositories in the difficult business of cataloging their own holdings; and that copies of the catalog

cards made by each repository under such rules will be sufficiently uniform for incorporation in a national register of manuscripts. This is not a simple matter, as any member of the committee will tell you, because trying to control manuscript material is a little like trying to control quicksilver. But we have now advanced to the point of meeting with representatives of the National Archives, of the Joint Committee on Historical Manuscripts that was set up by the Society of American Archivists and the American Association for State and Local History, and of the National Historical Publications Commission, to go over such rules as have been drafted and to discuss sample catalog cards. Although much more work remains to be done, the fact that a start has been made is encouraging.

So far I have spoken mainly of processing recent papers because it is in that area that the most obvious changes in method have been taking place. But the existence of processing problems presupposes the continuous acquisition of more manuscripts, and that in turn presupposes an acquisition program and policy acceptable to actual and prospective donors.

Fifty years ago 99 percent of the Library's acquisitions were derived from purchase. Now, and especially in the recent field, we are almost entirely dependent upon gifts. So, realizing that one gift often draws another, we give suitable publicity to our acquisitions in the form of press releases, notes in the *Information Bulletin*, and reports in the Library's *Quarterly Journal of Current Acquisitions* and in all principal scholarly periodicals. Then too we correspond with, or call on, people who may be inclined to place their papers in the Library. But, probably most important of all, we try to assure our donors of our ability to handle their gifts satisfactorily. We respect their doubts about turning over papers which may contain confidential letters from men and women still very much alive, and we realize that such doubts originate in an unwillingness to give gratuitous offense. And yet we do not — we cannot — assure them that we shall forbid the reading of letters which would, if published, hurt the feelings or injure the reputations of living persons or of their families. We do not assure them that no unfair or biased use of the papers will be made. We would have no possible way of carrying out such promises. On the other hand we do, on occasion, accept restricted deposits, and we do not discourage prospective donors from placing their own restrictions for a stated period of time on the material they present to the Library. We observe such donor restrictions to the last comma,

though they vastly increase the burden of administering the papers.

But the Library itself, aside from its close adherence to donor restrictions, is concerned to make possible as free and full use of manuscript materials as is consistent with the physical preservation of the papers themselves. We cannot and we do not wish to supervise the research of scholars who come to consult our collections.

There is one exception to all this. We are forced to control the photocopying of recent material on the ground that such reproduction may be considered a form of publication. I am referring now, of course, to the common-law principle in the matter of literary rights. By this principle the writer of an unpublished letter or other paper has the sole right to publish its contents unless he affirmatively parts with that right. The right descends to his legal heirs. If anyone else wants to publish the paper or even a part of it, he must secure permission from the owner of the literary rights. This is the author's responsibility. The Library has nothing to do with it. It is in the matter of photoduplication that the Library comes into the picture. On the ground that photocopying *may* constitute a form of publication, we do not allow recent, unpublished manuscripts to be photocopied unless the owners of the literary rights therein have given permission. If this principle were carried to its logical conclusion (since literary rights apply in perpetuity), no photocopying whatever could be done without permission and scholarship would be cut off at its source. In that case we and other repositories would have to close our doors to readers and become museums only. But, being practical people concerned with the forwarding of scholarly pursuits, we take a calculated risk with older material and ordinarily allow photocopying without permission when papers are more than 50 years old. This helps somewhat, but the literary rights problem is still an unhappy one, which frequently sends our readers' blood pressure up and makes us sorry we ever heard of it.

In the near future we hope for improvements in this and in many other things. Principles and methods for the handling of manuscripts change and develop as time goes on, and so far as we in the Library of Congress are concerned, we feel it both inevitable and right that this should be so.

The Archives of Hawaii¹

By JASON HORN

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ONE of the most colorful and interesting archives in the United States is the Archives of Hawaii. Documentary treasures of a kingdom, a provisional government, a republic, and a United States Territory are all housed in Honolulu in the first building erected on United States soil solely for the housing of public archives.

The discovery of the Hawaiian Islands by Capt. James Cook, the British navigator, on January 18, 1778, was the beginning of the islands' sustained contact with the West. As specific commerce developed, the islands became a convenient stopping place for traders and whalers to winter. At the time of Cook's discovery, each of the islands was autonomous, ruled by an independent chief. In a succession of local wars, one chief, Kamehameha I, gradually conquered the others. By 1795 he had achieved effective control and had founded the Kingdom of Hawaii.

With the arrival from Boston in 1820 of the first American missionaries, Western influence accelerated. As a result, in the 1840's, a cabinet system of government was formally organized. The kingdom's domestic production and trade increased, and it came to conduct a worldwide diplomatic program. Legislatures held regular meetings. Finally, on January 17, 1893, Queen Liliuokalani was unseated and the kingdom was overthrown. A provisional government was formed, which on July 4, 1894, became a republic, with Sanford B. Dole as its president.

Annexation to the United States was the next issue. Partly as a result of the Spanish-American War, Hawaii was annexed to the United States by joint resolution of Congress, July 7, 1898. The present Territorial Government was not legally established, however, until 1900.

¹ This article is based in part upon the personal observation of the writer, made during research at the archives for a graduate degree in history from the University of Hawaii. It is also based upon such other main sources as the annual reports of the governor of Hawaii to the Secretary of the Interior; Thomas G. Thrum's *Hawaiian Annual*; reports of the Historical Commission of the Territory of Hawaii; reports of the librarian of the Board of Commissioners of Public Archives; and personal correspondence with Miss Maude Jones, the Archivist.

The Hawaiian archives first came into being as such in March 1847, when at the suggestion of the Minister of Foreign Affairs, Robert Crichton Wyllie, the Privy Council passed a resolution ordering that "all the chiefs collect the papers they may possess and send them in for examination to the minister of foreign affairs." The order was issued on March 13, 1847.

Further concern for the care of the kingdom's valuable historical records appeared again some decades later during the reign of King Kalakaua, 1874-91. A member of the legislature, Judge John Lot Kaulukou, presented a bill providing for an appropriation to gather the scattered documents of the Hawaiian Government.

During the reign of Queen Liliuokalani, on June 30, 1892, the Committee on Foreign Relations of the legislature presented a report on a requested appropriation of \$6,000, urged by the Minister of Foreign Relations "for the preservation and arrangement of the Government Archives and the preparation of a bibliography of the Hawaiian Kingdom." The committee reported that it had found the physical condition of the Hawaiian archives deplorable. It had also learned that such of the earlier records as remained were stored in boxes in the basements of various buildings. The 1892 legislature, as a result, appropriated \$2,500 for the care of the archives.

Part of this sum was used to engage the services of the Rev. Roswell Randall Hoes, United States Navy chaplain attached to the U. S. S. *Pensacola*, which was then stationed in Honolulu. Chaplain Hoes was appointed to examine all the old records; to compile a report on them, including a proposed bibliography; and to propose a method for their preservation and use. Hoes took leave of absence from the Navy for several months in 1892-93 and busied himself in arranging and classifying some of the records. The requirements of his naval service, however, prevented his continuing long in this work. In 1895 the work was resumed by Dr. N. B. Emerson, who placed some of the Foreign Office files in chronological order.

Shortly after the annexation of Hawaii in 1898 by the United States, the chief of the Bureau of Archives of the United States Department of State went to Honolulu to inspect Hawaii's records with a view to having them transferred to Washington. This transfer was opposed by Hawaiian leaders, particularly on the grounds that the relation of the records to land titles was too important for the records to leave Hawaii. The Federal official therefore finally consented to leaving the records in the Territory on condition that

every effort would be made to secure a fireproof building for their preservation.

By an act approved July 11, 1903, the Territorial legislature appropriated funds for such a building. Erected at a cost of some \$36,000, it was completed on August 23, 1906, and was opened for public inspection the following day.

Meanwhile, by another act of the legislature approved April 3, 1905, the broad organization and functions of the Archives of Hawaii were established. The act still remains in effect. It provides for the establishment of a three-man Board of Commissioners of Public Archives. The board held its first meeting on September 29, 1906.

The secretary of the Territory is chairman of the board, *ex officio*. The other two members are appointed by the governor with the approval of the Territorial senate; their terms of office are for 4 years. Board members receive no compensation except for expenses incurred because of their membership.

The board's duty is to collect all public records, historical documents, or other valuable papers relating to the Hawaiian Islands and to arrange, classify, file, and preserve them. The board is made responsible not only for collecting material, but also for compiling and furnishing information regarding it and for making such information available to the public. Regular legislative appropriations provide for a salaried archivist (long called the Librarian of the Archives) and a staff to do the work.

Robert Colfax Lydecker was appointed the first Archivist by the Board and began work on May 10, 1905. Members of the first board were Secretary of the Territory Atkinson; Prof. W. D. Alexander, a leading historian of Hawaii; and A. F. Judd.

The acts establishing the board and providing for the construction of an archives building were hailed by the governor of the Territory in his report to the Secretary of the Interior in 1905. The governor wrote:

It is a matter of congratulation to the Territory that the work of caring for and preserving these valuable documents, tracing as they do the history of Hawaii from the darkness of heathenism, through the sunlight of Christianity, and down to the present time, is at last to be undertaken in a manner that will insure their future preservation. It is a duty that has been too long neglected and one that the country owes to posterity.

Lydecker served as Archivist until his death on June 12, 1924. His successor, Albert Pierce Taylor, assumed office on December 1 of that year and served until his death on January 12, 1931.

Charles E. Hogue followed Taylor in office, but he served for only 3 months before being succeeded by Maude Jones, the present Archivist.

The original 1906 building was enlarged in 1930, and construction of an annex is scheduled to begin soon. The 1906 building is located in Palace Square in downtown Honolulu, the Territorial capital. In the center of the square is Iolani Palace, the capitol building, formerly the palace of the reigning Hawaiian monarch, and now the office of the Territorial governor.

The Archives Building is a few hundred yards southeast of the palace across the street from the former site of the royal tomb. The one-story high, T-shaped building has classic exterior lines. The 1906 building, constructed of brick covered by cement, consists of two main sections, each of which was enlarged in 1930 because the volume of records had become so great that some records were again being stored in the basement of Iolani Palace. The rear part is a vault, 30 by 40 feet with basement, fitted with steel cases to store archives. The front part is divided into thirds. The central third is a lobby, across the rear of which runs a counter to which requests for records are brought and behind which is the entrance to the vault. Only Archives staff members are allowed access to the vault. To the right of the lobby is a research room containing the card indexes which constitute the finding aids to the archives, and tables and chairs for users of records. The Archivist's office opens into this room. To the left of the lobby is another research room and a filing room for bound volumes of newspapers. There are no special quarters for fumigation or rehabilitation in the building. All physical rehabilitation of records has been done in the Archives, however, except for binding, for which contracts are let.

The projected two-story annex, for which the Territorial legislature recently appropriated \$300,000, will provide additional modern facilities. It will be situated directly behind the present Archives Building and will front on Hotel Street. Since it will not be large enough to house all of the records, the present building will continue in use. The necessity for the new building arises from a renewed problem of lack of space. Overcrowding became very serious when the termination of World War II emergency agencies led to a flood of transfers to the Archives. "Legislative records are still piled in heaps and boxes in the vault aisles as there is no space available," the governor reported in 1951.

The plans for the new building provide for the following facilities on the first floor: Administrative offices; index and search rooms;

rooms for immigration records and for photographic and microfilm records; a receiving and repair room; and a fumigation chamber. The second floor will be occupied by an air-conditioned fireproof vault for records storage. A flagged balcony will extend along two sides of the building. Funds for equipment will be requested at the next session of the legislature.

The Archives regularly receives records from the legislative, executive, and judicial branches of the Territorial government. These records are organized according to originating agency. A similar arrangement exists for most of the nineteenth-century records, the principal groups of which are the Foreign Office and Executive files, the land files of the Interior Department, the Cabinet Council files, the Privy Council files, and the Legislative Assembly files. All of the records collected in 1847 as a result of the Privy Council's order of that year are preserved in these holdings.

A significant portion of the nineteenth-century holdings consists of material, some of it originally official records, donated by individuals. Among these valuable collections are the Alexander Cartwright, Paty, Castle, Sanford B. Dole, Lorrin Thurston, Liliuokalani, Hatch-Hartwell and H. A. P. Carter collections. Of particular interest is the Williams collection of some 35,000 photographic prints and negatives depicting local people, events, and scenes of historic interest extending over half a century.

In 1934, through the interest of M. B. T. Paske-Smith, British consul at Honolulu, Miss Jones, the Archivist, was able to arrange for copies to be made of nineteenth-century British consulate records. In addition, extensive files of English, Hawaiian, and Oriental-language newspapers published in the islands are maintained, the earliest dating from 1836. The newspaper files are kept current. Their acquisition is aided by a 1921 act of the legislature requiring that copies of foreign-language newspapers be deposited with the Archives.

The Captain Cook memorial collection comprises a major part of the Archives' holdings of eighteenth-century material, which increase a little each year by purchases financed by the Captain Cook memorial fund. This fund was created during the 1928 celebration of the discovery of the Hawaiian Islands 150 years before by Captain Cook. A. P. Taylor, then Archivist, was a member of the Captain Cook Sesquicentennial Commission, which staged the celebration. The Captain Cook memorial collection seeks to acquire material to bridge the gap between the discovery of the islands and the inauguration of the monarchy. Enabling legislation permits the Ar-

chivist to use the fund to collect documents relating to Cook's life or connected with his discovery of the islands. The collection includes photostats and other copies of logs, journals, and diaries of members of the Cook and Vancouver expeditions to Hawaii.

The first Archivist's plan for segregating and classifying records called for the following headings:

1. Form of government
2. Departments under the different governments
3. Bureaus of the departments, and any further subdivisions found necessary
4. Miscellaneous documents not classifiable under the above headings
5. Segregation by years as far as practicable
6. Collecting together all documents relating to any important event in the history of the country so that in looking up such an event or any document bearing on it, all relevant papers would be together so far as possible

After segregating and classifying the records in this manner, Lydecker planned to make a "summary" index under these different headings to serve as a finding aid.

His plan proved too ambitious. The principal extensive detailed indexing done by him and his staff involved material of value to persons searching land titles. The mass of materials in the Archives was so large, however, that his efforts were directed towards obtaining at least a workable minimum of control over everything. By 1923, his project had prepared and filed 218,189 index cards. Much effort had also been expended in copying fading records and in translating records from Hawaiian to English.

In collecting records, Lydecker concentrated on obtaining them from official sources. He was aided by a legislative act of 1915 making the Archives a depository of all Territorial government publications, thus enabling the institution to secure up-to-date files of departmental reports and the like.

Under A. P. Taylor, who served as the second Archivist from 1924 to 1931, the emphasis of the Archives' program shifted. A major effort was made to obtain material still in private possession. Many of the Archives' special collections date from his tenure of office.

Taylor was aided in his collection efforts by the Historical Commission of the Territory of Hawaii. This commission, active from 1922 to 1932, was created by a legislative act approved April 18, 1921. It was provided with funds and directed to publish a revised history of Hawaii and also a record of Hawaii's participation in World War I. It was authorized to collect and purchase any documents, records, photographs, or other material necessary for its

work. The act required that any material so collected be deposited in the Archives. As a result of its efforts, the Archives obtained copies of material in continental United States libraries and copies of documents in archives in Washington, London, Paris, and Mexico City. The archival material was primarily diplomatic correspondence.

Archivist Taylor engaged in more intensive indexing of special subjects than did his predecessor. He also placed increased emphasis on the translation of Hawaiian-language documents into English on the grounds that many of the Hawaiian words and phrases of 75 and more years earlier were becoming unintelligible to the new generation of Hawaiians. Such Hawaiian-language documents, of course, comprise only a fraction of the Archives' holdings, for even under the monarchy the bulk of the government business was recorded in English.

Taylor, who had been a newspaperman in Honolulu for more than 20 years before becoming Archivist, was the most prolific writer on Hawaii of the four archivists to date. He was the author of several books and a contributor to many magazines. He sought as much as possible to publicize the treasures of the Archives and the rich history therein. He, his successors, and their staffs have given many illustrated talks, particularly to school groups, on the history of Hawaii and on valuable documents in the Archives.

Most of Taylor's writing was unofficial. Several publications, however, have been officially issued by the Archives, three during Lydecker's tenure in office, three during Taylor's tenure, and one during the early part of Miss Jones' tenure. Lack of funds has prevented issuance of any further publications in the last 15 years. The titles and dates of publication of the seven official Archives issuances follow:

R. C. Lydecker, comp. *Roster of the Legislatures of Hawaii, 1841-1919*. 1919.

Includes also the constitutions of the monarchy and republic, and the speeches of Hawaii's sovereigns and president.

R. C. Lydecker. *History of Washington Place*. 1919.

Washington Place is the governor's home.

Lorin Andrews. *A Dictionary of the Hawaiian Language*. 1922.

Responsibility for compiling and publishing a new Hawaiian dictionary was placed under the Board of Commissioners of Public Archives by Act 18, Session Laws of 1913. The Archives was very interested in this project because of its translation work.

A. P. Taylor. *Sesquicentennial Celebration of Captain Cook's Discovery of Hawaii, 1778-1928*. 1929.

Published jointly with the Captain Cook Sesquicentennial Commission.

A. P. Taylor and R. S. Kuykendall, eds. *The Hawaiian Islands: Early Relations With the Pacific Northwest*. 1930.

Published jointly with the Captain Cook Sesquicentennial Commission. Includes major papers, read during the sesquicentennial celebration, covering Hawaii's early relations with England, Russia, and France.

A. P. Taylor. *History of Iolani Palace*. 1930.

Andrew Farrell. *The Story of Iolani Palace*. 1936.

Under Maude Jones, Archivist since 1931, more systematic indexing and filing methods have been adopted. The staff has increased from a total of 4 in the 1920's to 11 at present, including 1 person used exclusively for translation of Hawaiian-language documents both as a reference service and as part of a planned program. Much material was indexed by WPA workers in the 1930's. In 1938, 50,193 index cards (3" x 5") were typed; in 1939, 56,015; in 1941, 36,194; in 1948, 39,023. The indexing projects include the indexing of current Honolulu newspapers. Part of Miss Jones' enthusiasm for her work probably stems from a deep personal interest in Hawaii's past; her mother was a close friend of the last three queens of Hawaii.

The reference-service load has grown rapidly since Miss Jones has been in office, the total services increasing from 867 in 1932 to 5,738 in 1941. Since the end of World War II it has dropped somewhat, with 3,361 services reported for 1948. Almost half of the postwar reference load has involved the servicing of requests from Federal, Territorial, and county agencies and officials.

Most of the reference service for private individuals involves efforts to establish United States citizenship, date of birth, and/or date of arrival in the islands. Probably the most-used files in the Archives are the ships' passenger manifests, containing the names of all immigrants to and emigrants from the islands, 1843-1900; and the naturalization records, methodically kept from 1844 to 1900. These records have been extensively indexed to make possible more rapid service. The indexing has been particularly difficult because of the large number of Chinese and Japanese names involved. The records are the only means that many individuals have of proving citizenship or pension rights, and — in the case of many older Orientals — of obtaining permission to visit abroad and return.

To service similar requests involving persons born in the islands before the annexation by the United States, the Archives has completed a name index to all birth, deaths, and marriages reported in newspapers published in Hawaii from 1836 to 1897. The necessity for the index arose from the fact that such records prior to 1896 are very vague. The passage of Act 50, Session Laws of 1896, provided for the keeping of such records from that time on. Such data are used also by genealogists, and the presence in the islands of a large Mormon colony adds to the number of genealogical reference services performed by the Archives staff.

Because of Hawaii's geographical isolation and its exposed condition with respect to Japan, the Archivist faced pressing security problems during the period 1940-43. By the first part of 1941 many of the more valuable documents had been microfilmed and the copies had been stored elsewhere. A plan was also worked out for the evacuation of certain records to the chapel in the grounds of the Royal Mausoleum in Nuuanu Valley. There they would be out of the city proper and not near any important targets. In addition, in October 1941, access to ships' passenger manifests and immigration records was limited, and after the attack on Pearl Harbor, access to the Archives Building itself was limited.

Probably because of the lack of space in the Archives, when the Territorial legislature in 1943 provided for the special collection and preservation of material relating to Hawaii's part in World War II, preparatory to the publication of a book about Hawaii's role in the war, it designated the University of Hawaii as the depository for such material. As a result the War Records Depository was established at the university. This was the direct opposite of what was done after World War I, when the Archives was the depository for all material collected by the Historical Commission.

Despite lack of space, and because of belief in the local value of the records involved, the Archivist after World War II accessioned the records of the Territorial offices of a Federal agency, the Office of Price Administration. These records had been approved for destruction by the National Archives. The governor's 1951 report indicates that these records have been used by new emergency agencies. Many of the official Territorial wartime records are, of course, also in the Hawaiian Archives, including the files of the Office of Civilian Defense, the general orders of the military governor, and the rules, proclamations, and executive orders issued under the Hawaiian Defense Act.

During Miss Jones' administration of the Archives a compre-

hensive system of fees for services rendered has been established by legislative fiat. The fee schedule in effect includes the following:

1. Comparing copy of record privately made, at 5 cents for each 100 words or fraction thereof
2. Copying any record, at 60 cents for each 100 words or fraction thereof
3. Searching ship's manifest, at 75 cents
4. Each hour or fraction thereof, required for research or in transport or safeguarding records temporarily removed from Archives, at \$1.00
5. Photographic or similarly reproduced copy of any record, at the cost thereof
6. Certification of any copy, at 25 cents

The money received is paid into the Territorial treasury.

In the last few years the Archives has embarked on a records disposal program aimed at bringing under control the mass of records created in recent years and still being created. In 1945 the legislature authorized Territorial agencies to dispose of records after microphotographic copies of the originals were made. These copies were specifically declared acceptable in a court of law.

By an act approved April 21, 1949, the legislature passed a records disposal charter for the Territory. The act requires that all Territorial agencies submit disposal lists to the Archivist for approval. The lists are to include "the name of the office, subject of the records and inclusive dates." The Archivist is required to make recommendations to a disposal committee consisting of (1) the chairman of the Board of Commissioners of Public Archives; (2) the attorney general of the Territory or his representative; (3) the head of the office, department or bureau where the records originated; (4) the auditor of the Territory; and (5) the president of the University of Hawaii. The Archivist may recommend (1) retention by the office involved; (2) transfer to the Archives, the University of Hawaii, the Hawaiian Historical Society, or another agency; or (3) destruction.

The 1949 records disposal act is slowly being utilized by the agencies concerned and the full program has yet to make its effect. It will probably be necessary, however, to amend the act to provide for disposal schedules. These provide authorization for the disposal of future accumulations of specified records. Whether a full-scale program of records management will also be instituted remains to be seen.

Binding and Related Problems¹

By HAROLD W. TRIBOLET

The Lakeside Press

AS a preface to my paper, I want to explain that I completely understand your problem of caring for a multitude of books, documents, prints and similar material, most of which cannot be given the detailed care I have been asked to discuss. However, in institutions as well as in private collections, there are choice items that require intelligent and expert handling. It is to this particular category that I direct your attention. I shall emphasize the techniques that can be used, and — probably equally important — I shall attempt to advise you what shouldn't be done.

BINDING

When should a valuable book be rebound? This question has plagued the collector for several hundred years, but time has not simplified the answer. If we regard a first or important edition in a very poor original binding, we should first determine if a satisfactory repair can be made. Fortunately, it is possible to repair a binding (whether paper, cloth, or leather) in even the most advanced state of disintegration; if the binding, however, has been badly mutilated by earlier restorative efforts, it is generally best to abandon it in favor of a new binding, for the craftsman usually finds it difficult to conceal poor workmanship. The so-called temporary repairs made by the semiskilled person frequently lead to permanent damage, and we emphasize the importance of avoiding the use of paste, glue, or gummed or plastic tape as a means of prolonging the life of a valuable book. In discussing this problem, one of the rare-book dealers told me that he usually refuses to buy a book offered to him by an owner who has attempted to improve its condition by fastening down a broken backbone or loose fly leaves with temporary and frequently harmful materials.

The new binding can be developed in several ways and with a variety of materials, depending upon the age, conditions, size, and the nature of the book. Obviously, the value or importance of the book must be considered.

Strangely, we know little more today about hand binding than

¹ Paper read at the annual meeting of the Society of American Archivists, Lexington, Kentucky, October 27, 1952.

the binders knew hundreds of years ago. Although we have learned how to bind large editions fast and economically through technological developments, the construction of a single valuable book still demands the early hand techniques and the highest degree of skilled craftsmanship. The traditional, time-proven raised-band type of construction is notably supreme, and it should be employed in most contemporary hand binding. In this type of construction the leaves are sewed with unbleached linen thread, which is passed over the raised bands made of hemp cord, and the ends of each of these cords are later laced securely into the boards of the binding. It is evident in examining many hand-bound books that deceptive short cuts have been used, particularly in sewing and creating false raised bands. Such books are sewed by one of the many fast methods, a hollow backbone of folded paper is applied, and then strips of leather or cardboard, designed to resemble the genuine raised bands, are glued over this construction. After the leather wears away at the joints of this kind of binding, the backbone invariably drops off, together with the pseudo bands. It is my contention that such imitation bindings cannot be justified under any circumstances.

LEATHER

Good leather is essential to hand bookbinding. The inherent characteristics of leather, which make it suitable for binding, were discovered centuries ago and today we do not know of a better material. Unfortunately, because of the commercial demands on tanneries today, very little of the leather produced has the durability or beauty required for a valuable book, and the binder must buy his leather with caution and an intelligent understanding of his needs. Good tannage is necessarily a slow, careful process, and any speeding up of the work generally results in a lower-quality product. There are certain natural protective chemicals in skins that must be retained or supplemented during the tanning process, for they are necessary to counteract the destructive substances present in the air, especially in urban communities, that accelerate the disintegration of leather. We believe that the preservation of the natural grain and surface in leather is desirable in the transformation of hides to leather, and yet many skins are produced with artificial grains and pigmented finishes. Such skins are very unsatisfactory for hand bookbinding because they not only lack beauty but are difficult to apply and tool.

An examination of old bindings reveals that the leather in certain

critical areas of the binding, such as the hinges and headcaps, disintegrates earlier than the leather on the sides of the boards. Although this may be due to inferior tannage and poor care, it frequently can be attributed to indiscreet craftsmanship. It is logical to use leather as close to its natural thickness as possible, avoiding excessive paring. This can be accomplished by using small skins on the average size books and large, heavy skins on the big books. If leather is reduced to a thin film to develop a prim binding, very little strength can be expected; conversely, a thick leather cover makes the book hard to open. What is the right thickness? Here, as in all steps of hand bookbinding, the satisfactory solution depends on the skill and judgment of the craftsman whose objective is to establish a satisfactory relationship between the leather and the book.

FINISHING

A book carefully "forwarded" — a term used to describe the construction of the binding — is in itself attractive; the evenness of the boards in comparison to the edges of the book, the regular convexity of the backbone, the proportionate relationship of the raised bands to the headcaps and squares, and the natural beauty of the leather are all equally important to the discriminating binder and, of course, the informed owner. Leather is an excellent medium, however, for the application of design, and there is no end to the combination of decorative elements that can be arranged to suit the designer's fancy. Unfortunately the designer too frequently desecrates what might have been an attractive binding by excessive or incongruous ornamentation. The limitations of tooling a leather binding must also be understood and appreciated; usually realistic pictorial representations of characters, objects, or scenes cannot be successfully rendered, whereas abstractions or stylistic interpretations lend themselves better to the medium. One must also recognize that the geometric arrangement of tools that many of the early binders used so well is no less effective today, if managed with ingenuity. The approach to the design of a book should be based on the text, the typography, and the general proportions of the book; in the light of these, the designer must create a pattern that fits the spirit and purposes of the volume.

BACKBONE TITLES

The title on the backbone is of paramount importance, for it is functional and may be decorative as well. The book of normal

thickness presents no unusual problem; the title on a very thin book, however, is a controversial subject. We take issue with the designer who uses a small indistinct type horizontally, for legibility is completely overlooked and one can only recognize the skill with which such a title has been impressed. We contend that it is preferable to display the title vertically, starting at the bottom and reading up — or in the other direction, depending upon how the book is to be placed. If a book, such as a large thin volume, is to be shelved horizontally, then obviously the title should be impressed from top to bottom. On the other hand, it is undoubtedly better to display the title from the bottom to the top if the book is housed vertically because the title can then be easily read when the book is on the shelf or in one's hands preliminary to reading. We emphasize the importance of selecting well-designed type, carefully spaced, and in *legible* sizes.

REPLICA AND PERIOD BINDINGS

The "replica" binding is created by carefully matching and imitating the original materials and construction, making certain that the maximum strength is built into the new binding. If none of the original binding is extant, or if it is not possible to secure a photograph of another copy for guidance, a "period" binding can be produced, based on known styles of the time. In either the replica or period styles the tooling of decoration and lettering can be accomplished by the judicious arrangement of existing tools and type or by the cutting of new tools. As the final step in bindings of this kind, the new materials and tooling are discolored and rubbed slightly to create a patina, an operation involving a multitude of dyes and colored powders, applied with skill and artistic judgment.

BINDING RESTORATION

Which books justify restoration? Obviously the binder is not qualified to answer this question, for he usually does not know the marketable value of the item, nor can he ascertain the importance of its sentimental value. He can only tell what should be done and then submit a plan for the owner's consideration. Almost any binding can be restored, regardless of how badly worn the materials are. Whether the original materials are paper, cloth, or leather, they can be supported with strong matching materials applied to the disintegrated areas.

If the corners of the boards are in need of repair, the fibers of the boards are first stiffened by the injection of a hard-drying ad-

hesive or, if necessary, fragments of new board are added to the old to create a firm foundation. The same operation is performed if wooden boards are being treated; granules of wood mixed with an adhesive are used to fill in the missing areas. The new material is then slipped in under the old and the construction is again sound, frequently stronger than it was originally.

In adding materials to a backbone it is important not to create an abnormal rigidity in this area and thus make the book uncomfortable to use. It is during these operations that we become aware of the fundamental weaknesses of the false bands; the repair work is simplified but it is obvious that the work might have been avoided had the book been sewed on genuine bands. A backbone repair may consist of new material covering the entire spine and extending onto the sides or of new material only at the headcaps, which usually bear the brunt of normal use. Incidentally, we have observed that the headcap at the top of the backbone suffers most because it is too frequently used as a leverage point in removing the book from the shelf.

When endpapers or inner paper joints require repair, such materials can best be supplemented with matching paper selected from a stock of antique paper, which is an essential part of the hand binder's stock. The antique paper should only be used if it is strong and chemically inert. Marbled and other kinds of decorative endpapers present another problem, for it is frequently impossible to find even a fragment of matching paper to use. In such cases it is necessary to hand paint the pattern after a piece of plain, strong paper has been applied to the damaged area.

VELLUM AND PARCHMENT

Vellum and parchment, which are generally more permanent than most paper, present singular problems when worn, disintegrated, or torn. These materials, both of which will hereafter be called by the common name "vellum," can be repaired with a patch of similar vellum tapered along the edges and then pasted to the edge of the incomplete leaf. Such a repair can be made reasonably unobtrusive if the tapering or beveling is done carefully. If maximum strength is required, it is frequently desirable to anchor a patch or repair a tear by stitching with surgical gut. This technique is generally used on the backbone of a binding where the vellum is subjected to strain and movement.

Although the creases and folds one finds in vellum documents are stubborn, they can be eliminated. The vellum is first moistened, the

creases are then flattened by hand pressure and manipulation, and finally the sheet is put into a special frame with weights fastened to the perimeter so that it will dry flat. Never use a heated flat iron to straighten vellum, for it will undoubtedly cause new wrinkles, which are frequently more difficult to remove than those that develop naturally.

Vellum bindings are durable but because of their sensitivity to atmospheric changes they are a problem to maintain and many collectors consider them a nuisance. Contrary to the normal shelving practice, vellum-bound books should be placed rather firmly between adjacent volumes so they cannot fluff out and, if possible, they should be placed in the coolest spot in the library. Because vellum is naturally oily, one should not treat it with the oil preparations used on regular binding leather but instead should use a good saddle soap occasionally to clean as well as to impart moisture. The saddle soap should not, however, be rubbed over gold tooled or inked areas (such as titles or ornamentation) for the moisture will loosen the bonding agents.

PAPER RESTORATION

One of the less-known skills in the antiquarian book and manuscript field involves the restoration of disintegrated paper, the filling out of incomplete leaves, the preservation of paper, and allied problems extending into the printing and drawing field. As in binding, it is advantageous to do whatever work is necessary before progressive damage forces one to employ more drastic measures at a later date.

An incomplete margin or missing leaf corner requires the simplest kind of repair; if done crudely, however, it can be more objectionable than the earlier defect. First, the paper to be added must be selected to match the leaf, giving consideration to the thickness, the manner in which the fibers are intermingled, the texture, and the color. Color is subordinate to the other factors, for the paper can be dyed if necessary. Next, it must be carefully joined to the leaf so the seam is no thicker than the surrounding paper and is just as flexible.

If a portion of a leaf on which there has been printed matter must be renewed, it is necessary to obtain a sharp photograph of an identical but complete leaf, make an engraving of the area involved, and then print on a matching paper, using an ink with characteristics similar to the original. The newly printed paper is then joined to the original leaf. This same reproductive technique can be used for

producing a facsimile page when an entire leaf is missing. When a few printed words are missing on an incomplete leaf they can be replaced by the use of type — if the right face can be found — or by drawing in the characters by hand.

Paper splitting, that is, the complete edgewise division of a leaf of paper into two distinct parts has always attracted the layman's attention, and he usually regards it as one of the "tricks of the trade." It is, however, a technique involving a few simple operations and a high degree of confidence. Splitting enables one to remove a drawing or printed image from one side of a piece of paper without damaging the other side of the sheet, to repair a badly disintegrated leaf by inserting a thin piece of strong paper between the two halves, and then bonding all three pieces together, and to reduce radically the thickness of any paper that is to be used for restoration purposes.

PAPER WASHING

The existence of foxing and mildew in paper is not only objectionable because of its abnormal appearance, but even more important, it has a serious deteriorative effect, which can be fatal if the condition is permitted to continue. We all have seen paper which has been rendered almost untouchable by reason of these growths, thus making the restorative measures extremely difficult and hazardous. It is possible to treat stained leaves with a series of chemicals that bleach without harming the fibers of the paper.

Finally, the leaves are dipped into a gelatin bath to make the fibers cohere — an important step in the process. It is usually desirable to mix a dye in the gelatin bath so that the bleached paper is not stark white but as close to the original color as possible. Although it is possible to wash successfully most printed papers, one must approach these problems cautiously if water soluble colors or inscriptions (sensitive to the chemicals used) exist. If preliminary tests reveal the presence of soluble substances, it is necessary to apply over the areas likely to be affected a "resist," which can later be dissolved and removed following the washing operation.

STERILIZATION

Exposure to sunlight or an ultraviolet lamp seems an effective treatment to combat foxing and other parasitic growths on paper, vellum, and other related materials; but here one encounters new hazards — one must always consider the fading effects and the possible damage through dehydration of materials already delicate

from age. It has been found that subjecting books, prints, drawings, documents and other objects of this kind to a parasiticide vapor in a chamber is a safe remedy. The stains already caused by the growths would not, of course, be removed by such treatment.

SUPPORTING PAPER

Silk chiffon can be pasted on worn paper to give it support. The addition of this fabric, which is almost invisible and relatively thin, does increase the tensile strength of the paper. It should be clearly understood, however, that the durability of the silk, if it is exposed to the atmosphere for an extended period, diminishes rapidly. On the other hand, if the silk-mounted paper is between the leaves of a book or kept in a protective container, it will survive for many years.

If transparency and the ultimate thinness of the paper to be treated are not considerations, paper can be given durable support by mounting it on thin linen or any other fabric of proven quality. An all-rag paper or tissue can also be used in this way.

Maximum protection can be given to practically any kind of paper by a plastic laminating process. A thin film of cellulose acetate is applied to each side of the paper, and the two materials are then sealed into a homogeneous unit by means of heat and pressure. Additional strength can be gained by adding a thin tissue to the outer surface of each sheet of cellulose acetate before the application of heat and pressure. A leaf protected by this process is highly resistant to the ravages of fungi and insects as well as to normal handling. Another distinct advantage is that this covering is practically invisible. Other durable materials, such as paper, cloth, or another layer of thin tissue similar to that used on the surface can be added to one edge for a binding hinge, if it is desirable to combine the leaves in a binding.

NO PLASTIC TAPE

In describing the advantages of plastic as a means of preserving paper, one must recognize the dangers of a related material, which is an adhesive-coated plastic tape, available in a variety of widths and in handy dispensers. This tape, excellent for many odd jobs in the office and home, should never be used for repairing paper or bindings of any worth. Never make the mistake of using such tape for even temporary repairs. Although the immediate result may be satisfactory, the adhesive ultimately imparts a stain, particularly to paper, which may cause a permanent discoloration. Solvents can

be used with reasonable success in removing the objectionable tape and residue, but we have seen valuable papers permanently stained from this source — with stains that have not so far yielded to any cleansing agent.

INLAYING

Should it be desirable to support a leaf of paper with extended margins of durable paper, the technique of inlaying can be employed advantageously. By this process, a complete frame of paper is pasted to the four edges of the leaf to be treated, thus providing an additional margin and permitting both sides of the leaf to be seen. Inlaying is probably used most frequently in extra-illustrating, particularly when the material to be added must be increased to the size of a book. Although this process adds little to the strength of the leaf itself (in the sense that strength is imparted by cellulose acetate lamination, or by mounting on some of the other materials previously described), it does provide a reasonably safe means of handling fragile paper. The process also enables one to unify a group of irregularly shaped documents for easy examination.

AVOID CARDBOARD

Under no circumstances should rare maps, documents, prints, drawings, broadsides or other similar flat material of permanent value be mounted on (or placed against) ordinary cardboard. Most cardboard is not made to last long and it usually becomes dangerously brittle within several years, jeopardizing the lasting qualities of the piece to which it has been fastened. Equally serious is the chemical effect of the offending board, which is usually highly acid. Anything kept close to it becomes saturated with the injurious chemicals, and stains and early disintegration result. If rigidity is desired, an all-rag board, obtainable in a variety of weights and sizes, should always be used, together with a chemically inert adhesive. As we have pointed out previously, it is also possible to use paper, tissue, or fabric.

Unfortunately a great amount of valuable material is mounted on fugitive cardboard, and it must be separated as soon as it is discovered. The cardboard can frequently be removed by dry peeling with a sharp knife; in some instances, however, it is necessary to introduce moisture to soften the board as well as the adhesive.

FRAMING

To frame an item properly it should first be hinged or mounted on all-rag board, than matted with an equally permanent board

before it is put into the molding. The mat provides a suitable acid-free border around the edges and at the same time prevents the piece from coming into direct contact with the glass. This is important because temperature and humidity changes frequently cause condensation of moisture on the inner surface of the glass, which could create a stain if the glass and the drawing, print, map, or comparable object were in direct contact. Most framed material is sensitive to light, particularly the direct rays of the sun, and should be guarded against exposure; otherwise bleaching, discoloration, and a general weakening of the paper will occur. Obviously, valuable items should not be displayed where they will be exposed to sunlight for even short periods. It is possible, and certainly necessary or desirable in many instances, to use a special glass or plastic, or a combination of the two materials, that filters out most of the injurious rays. Finally, the glass, mat, and other components should be sealed into the molding so that dust will have no opportunity to infiltrate. Fortunately, most sun-damaged paper can be rejuvenated by the use of chemicals and a sizing agent.

PROTECTIVE CONTAINERS

Protective containers are essential to the preservation of books, prints, manuscripts, and other material, especially in urban communities where atmospheric pollution is a distinct hazard. Stiff paper containers for flat material are quite simple to construct, and they provide very good protection *if* they are made of acid-free paper. For single documents and similar thin material, a convenient transparent plastic envelope is available, which not only protects the object but enables one to see it without handling it. One must be certain, however, that the envelope is made of a plastic that will have no deleterious effect on the material it is supposed to protect. Recently we heard of a collection of important letters that had been housed in containers of cellulose nitrate, a plastic that should never be used for this purpose. After several years of storage the letters had decomposed to little more than a powder and the inked writing had almost completely disappeared. Custom-made protective cases give excellent protection, provided that they are constructed of durable, acid-free materials and are made to fit well. A case designed for a book must be only slightly larger than the item it is to contain, for either tightness or looseness will cause eventual damage to the binding. Protective cases are also well suited for combining collections of documents, prints, and related material that can be mounted on paper or boards of a standard size for unification.

PRESERVING BINDINGS

Except for occasional dusting, cloth bindings require little treatment to extend their lives. If the binding becomes a host for mildew, it is necessary to treat the cloth with a fungicide and also to investigate the possibility of controlling the humidity. Leather bindings, on the other hand, do require preservative care. Although it is generally agreed that the application of an oil to leather annually or biennially will help to preserve it and keep it supple, we have learned within recent years that an additional treatment is desirable. The most recent investigations indicate that leather should also be treated with a solution of potassium lactate, a salt which gives chemical protection against injurious atmospheric gases, a major factor in preserving the life of tanned skins. At the present time, extensive laboratory work is being done on this problem, the objective being to develop a single preparation which will help the leather resist the absorbed acids, render the leather supple by means of an oil, and also provide a reasonable amount of protection against mildew. We believe this problem will be solved within the near future.

STORAGE

Apart from careful handling and the precautions that must be taken against insects and rodents, the conservation of paper, vellum, protective containers, and bindings depends chiefly upon the purity of the atmosphere, the temperature, and the humidity. Observations made in private and institutional libraries that have the equipment to control these factors indicate that all of the materials thus stored last well. It is amazing how many libraries have been built with heating outlets directly under the shelves, causing the books to suffer because of warped boards, dried leather, and a general dehydration of all materials. We recommend a careful examination of this problem as well as the advantages of air conditioning in planning a library room or building. It is generally agreed by those who have made a comprehensive study of storage conditions that an approximate relative humidity of 50 per cent and a temperature of about 72° F. is most satisfactory.

If air-conditioning equipment cannot be installed, the atmospheric conditions can be improved by making certain that the library is not overheated during the cold season and that excessive moisture is removed during the damp periods. It is practical to eliminate much of the moisture by the use of one of the devices that contains a dehydrating chemical, easily renewed whenever necessary. By

means of another chemical or a mechanical hydrating unit it is possible to liberate moisture to modify the dry condition which develops during the heating season.

Documents in folders, protective cases, or bindings (excepting those covered in vellum) should never be tightly packed on the shelves, and the air should be allowed to circulate freely through the library. It is recommended that the room be ventilated frequently, particularly on days when the outside atmosphere is of the kind most needed.

The controls described will help to inhibit the development of foxing and mildew; prevent paper, vellum, and binding materials from aging rapidly because of either excessively dry or damp air; and retard disintegration caused by injurious atmospheric gases and dirt.

REPAIR, PRESERVATION, and PROTECTION OF DOCUMENTS

For the utmost in preservation and protection of valuable books, newspapers, records, and other documents, we suggest that they be laminated with Cellulose Acetate film. This film is transparent, thin, tough, and flexible and will not discolor, crack, or peel with age.

This firm is equipped to process documents by a method similar to that used by the National Archives and the Library of Congress. No adhesives of any kind are used and leaves up to size 20 x 24" can be processed.

A copy of our sample booklet and price schedule will be gladly sent upon request.

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Collecting Policies of the Minnesota Historical Society: 1849-1952

By LUCILE KANE

Minnesota Historical Society

FOR those who have followed the progress of the Minnesota Historical Society in collecting manuscripts, a trip through the storage vault is a pleasant reminder of what has been accomplished. Boxes and volumes, row after row, hold fragments of the story of Minnesota, a region that grew from a wilderness into a modern state in a hundred years. Here and there on the shelves are the manuscripts that form the keystone of the collection — papers of business, labor, political parties, churches and cultural organizations; papers of individuals like Ignatius Donnelly, Henry Hastings Sibley, Lawrence Taliaferro, Frank B. Kellogg, and Alexander Ramsey. This collection resulted from the foresight and energy of people charged with the collecting responsibility; from material resources provided by the State of Minnesota and private citizens; and from the generosity of approximately 4,000 people who have given manuscripts to the society.

Minnesotans did not wait until they were in a reminiscent mood to build an institution for their historical records. In 1849, the year Minnesota became a Territory, they organized the Minnesota Historical Society. Among its members were men busy with their own work. While they were electioneering, discharging the duties of public office, conducting their businesses, preaching, educating, and building, they kept their eyes on the tiny institution that would preserve the record of what they were doing. With a fine sense of history, they gathered information about what had happened in the Minnesota country before they had arrived; they kept the manuscripts that would explain their present; and they provided for the future by fostering an institution that would last through the lives of many men. The spirit of public responsibility demonstrated by distinguished Minnesotans is a tradition that is continually enriching the historical resources of the State.

In its statement of objectives, the society was rather expansive about what it intended to collect: “. . . its primary object,” reads the charter adopted in 1849, “shall be the collection and preserva-

tion of a library, mineralogical and geological specimens, Indian curiosities and other matters and things connected with and calculated to illustrate and perpetuate the history and settlement of said Territory." An amendment to the charter adopted in 1868 was more specific:

The object of this Society shall be to collect, embody, arrange, and preserve, a Library of Books, Pamphlets, Maps, Manuscripts, Prints, Papers, or Paintings; a cabinet and museum of Minerals and Archeological curiosities; and other materials illustrative of the Civil, Religious, Literary, and Natural History of the State; to rescue from oblivion the memory of its early pioneers, and to obtain and preserve narratives of their exploits, perils, and hardy adventures. . . .

The charter clearly provided for the collecting of manuscripts. The shape which collecting policies took in succeeding years was largely the result of the understanding and vigor of persons in positions of responsibility.

Even in its early years, the society collected papers extensively. When Solon J. Buck became superintendent in 1914, there were 492 groups of manuscripts in the collection. Although most of the papers were not arranged, cataloged, or publicized, they had nevertheless been saved from destruction. The Stephen H. Long journals came in 1860-61; the Lawrence Taliaferro papers in 1867-68; Abraham Lincoln and George Washington manuscripts in 1869-70; the Sibley papers in 1893; the Christopher C. Andrews papers in 1909; the Franklin Steele papers in 1913; and the Ignatius Donnelly papers in 1914. Large additions have since been made to most of the papers, but it is significant that important acquisitions were made before the society began its greatest collecting activity.

The "exploits, perils, and hardy adventures" of the pioneers were not forgotten in the press of collecting other manuscripts. Reminiscences and autobiographies were produced in quantity. Some were read at meetings of the society and published in the *Collections*. Others were written specifically for deposit in the manuscripts collection. Although many people wrote without special urging, the secretary of the society decided in 1872 to encourage authorship by sending out a circular to pioneers. He was sensible of the responsibility for transferring the experiences of individuals into the written record. "If this material is not collected," he wrote in his annual report, "the Society cannot justly be blamed with neglect, as they have done what they could. . . ." Although many people ignored the circular, the returns added substantially to personal data on Minnesotans.

Early acquisitions demonstrated the breadth of the natural collecting area of the society. There was no precise definition in the charter of the subject matter and geographic scope included in a collection "illustrative of the Civil, Religious, Literary, and Natural History of the State." Even those who might define the collecting area rather narrowly could scarcely place an arbitrary limit at the political boundaries of the State. The papers of Sibley are a fair example. No one would argue that the papers of a Minnesota delegate in Congress, governor, and fur trader should not be at the society. Yet in the course of his economic, political, and personal interests, Sibley corresponded with men in many parts of the Nation. And so it is with all important groups of personal papers. Business, personal friendships, family relationships, political affiliations, and participation in events that transcend political boundaries make an integral part of the collection materials on many parts of the United States, Canada, and Europe.

Variety in personal papers was natural and excellent. To restrict collecting to "Minnesota" in the narrow sense would have been an unfortunate misinterpretation of the origins and development of the State. The inclusion in the collection of some of the manuscripts cannot, however, be justified by even a strained interpretation of the charter. Among them are Ohio bank notes, the payroll of a Texas cavalry unit, patents for land in Pennsylvania, and association pieces of "famous people" — all with no relation to Minnesotans or Minnesota. Presented because someone thought they were worth saving, they were accepted because freely given.

Since a great deal of such collecting was done, we can conclude that those acting for the society were not sensitive to the limitations implicit in the charter. The institution was new, eager to swell its holdings. It was easier to accept a manuscript than to analyze it and determine whether or not it belonged in the collection. The concern was to save papers from destruction and to increase the size of the collection rather than to adhere to the purposes expressed in the charter.

Another characteristic of collecting in this early period was that it was uncritical. Like other institutions in the same stage of development, the society carefully preserved dozens of trivial items. Manuscripts were treasured simply because they were manuscripts rather than for specific qualities or content. Such a point of view meant, in practical terms, that every manuscript was worthy of permanent preservation. Years passed before collectors became critical enough to screen the records that claimed storage space,

equipment, and staff time. But in historical perspective, even trivial manuscripts may have an importance beyond their content. The society was building a collection, extending its resources to save from destruction records of the past before the darkness of oblivion closed in around them. The papers we may now brand as "waste paper" were preserved by the same enthusiasm, the same love of history, and the same sense of public responsibility that transferred to a place of safekeeping the manuscripts we prize as basic source material.

As superintendent of the society, Solon J. Buck made it clear that he considered the preservation of manuscripts one of the most important functions of the institution. He acknowledged that the collection was already large and valuable, though for the most part inaccessible and unknown. Through his initiative and that of Grace Lee Nute, appointed curator of manuscripts in 1921, manuscripts were acquired in greater volume than ever before. Miss Nute defined the collecting policy explicitly but liberally. She described the broad range of subject matter vital to a Minnesota collection and acted to fulfill the collecting obligation. She wrote thousands of letters and traveled thousands of miles gathering in manuscripts that seemed to be everywhere. Under the superintendencies of Mr. Buck and Theodore C. Blegen, records were collected with a persistence never before equaled in the history of the society. Even today manuscripts are offered in response to requests made years ago by Mr. Buck, Mr. Blegen, and Miss Nute.

The policies that governed the collecting of manuscripts became broad, yet specific. The society accepted papers relating to all phases of Minnesota history, with all their implications. To document the accumulation and use of capital in the State and its manufacturing, marketing, transportation, immigration, and politics necessitated the inclusion of information on other States. But the focal point was Minnesota. Materials, too, were collected on Minnesotans. A man could wander far from his native State and participate in activities remote from Minnesota interest; yet, if he could rightfully be claimed as a Minnesotan, his papers were retained as a unit.

There was one exception to the geographic, subject matter, and personal emphasis of the collecting policy. Through the years quite a notable autograph collection was accumulated. The autographs included signatures of presidents, statesmen, writers, lecturers, educators, scientists, reformers, and other outstanding Americans. Additions made to the group from time to time were usually by-

products of the main collecting activity. For example, a Lincoln letter found in a group of personal papers was cataloged with the personal papers, but a card filed in the calendar of autographs indicated its location.

Miss Nute's recognition of the multiple aspects of a Minnesota collection is illustrated by the manuscripts she collected. There was no diminution of efforts to locate personal papers. But in addition to accentuating activity in an old field of collecting, she added a new one — bringing in papers of organizations. Before 1921, for example, economic life was represented largely in the records of individuals like Franklin Steele, who, with his interests in lumbering, water power, and land, included in his personal papers business transactions undertaken with a group. Sibley, too, retained in his personal papers hundreds of documents created when he was a member of a fur-trading firm, Pierre Chouteau, Jr., and Co. Instances like these can be multiplied by the dozen. However, the collection was in no way representative of economic life in Minnesota, despite the automatic inclusion of economic data in personal papers. To fill in the gaps in information about business, Miss Nute collected records of companies that had operated or were operating in Minnesota. Among them were records of banks, lumber companies, transportation companies, real estate firms, and trade associations. After 30 years of such collecting, the record of business is still far from representative; but every year it becomes more full.

The drive to locate records of organizations was not limited to business. Among other interests touched were labor, cooperatives, churches, civic groups, study clubs, cultural organizations, and political parties. Papers of organizations as well as personal papers were supplemented by microfilm and photostatic copies of related materials in other repositories.

In 1948, when the present curator of manuscripts was appointed, a new age in collecting was full upon us. The development of recording devices gave the collector a new medium for preserving historical information. Effective use of the recorder demanded more than new techniques of interviewing. The new type of information that could now be added to the collection demanded the exercise of discrimination. The "old settler" would still be interviewed. But length of life and casual knowledge of "how things used to be" are not valid criteria for choosing the person to be interviewed. The interviewer seeks people whose experiences are intensive, whose observations are keen, and whose memories are vivid enough to give genuine substance to the interview. No attempt

is made to interview every person connected with an industry or every person who lived through the same experience. A good example is the current project of gathering reminiscences documenting the history of aviation in Minnesota, planned in the fall of 1951 with the cooperation of the Minnesota Aeronautics Commission. From questionnaires sent out to pilots, airport managers, and technicians, the commission and the society select certain people who respond for interviews. All of them are encouraged to write reminiscences, but the interviews are limited to a small number.

Interviews eliciting information that would not otherwise be in the collection had been made even before the use of recorders, though not so effectively. The newest fields opened by the recorder are those in which sound is most vital — story telling, music, and language use. To get records of a lumberjack singing a ballad popular with the woodsmen, a first generation Finnish-American telling a story in his own way, an Irishman chanting square-dance calls that have been used in St. Paul for years — this is now part of the everyday work of a collector. Truly the opportunities in oral history are boundless. The acquisition of a record player was another major step in making use of sound. The society now gathers records on governors' speeches, Indian music, and historical programs that have been broadcast.

Since the staff of the society cannot do justice to the recording possibilities in the State, the local historical societies have been asked to help by working in their own areas. The societies were furnished with "Interviews and Reminiscences," a mimeographed bulletin outlining suggestions for conducting interviews. An important part of this program of cooperation is a central finding list being built up at the society. To facilitate and systematize the recording of information for this finding list, cards with spaces for essential data have been mimeographed for distribution to all those who are doing recording. The oral history project is under way in Minnesota. In the next few years the file of recordings should grow rapidly and the finding list should provide an extensive supplement to the materials we store.

By 1948 heightened awareness of the value of more and more kinds of historical materials, coupled with an increasing volume of manuscripts, brought problems for the collector that could no longer be deferred. In every part of the State are great quantities of manuscripts that should be brought into a repository if we are to fulfill our responsibility as custodian of the State's history. Yet storage space in the historical building will not increase in propor-

tion to the increase in volume of records. In the hundred years the society has been collecting, a change has taken place in the nature of manuscripts. A group of papers numbering several hundred items was considered large in the first decades. By the 1940's personal papers contained many thousands of items, and business papers were reckoned by the ton. The change is clearly indicated in the papers of Henry Hastings Sibley and Knute Nelson. Both were Minnesota governors and representatives in Congress. In private life Sibley was a businessman and Nelson was a lawyer. Both had a wide circle of acquaintances and were considered leaders in the State. Sibley's correspondence, dating from 1815 to 1891, fills 18 boxes, 500 pieces in each box. Nelson's correspondence, dating from 1861 to 1934, fills 266 boxes. Since most collections vary widely in size, the contrast would not be so significant if it were an isolated case.

Explanations for the growth in quantity are not difficult to find. Since manuscripts are now generally brought into the society sooner after their creation than they were in the nineteenth century, fewer are lost through changes in ownership and location. Mechanical duplicating devices have made it easier to create records and have encouraged the production of many copies of one document. In the Sibley papers one rarely finds more than one copy of any manuscript; in fact, we know from other evidence in the papers that there are not even single copies of many of the outgoing letters. In the papers now being acquired, it is not unusual to find as many as five carbon copies of one letter filed under different subject headings. Business records are now more detailed than they once were. Business is represented by more kinds of records and more records of each kind. All these facts mean that groups of manuscripts coming into the collection are many times larger than they were.

Historical information in large groups of manuscripts, item by item, is often more slight than in smaller groups created a hundred years ago. Individuals and organizations are using the form letter so much that single manuscripts often contain little unique information. It may be meaningful only in relation to hundreds of like documents. Moreover, business correspondence in quantity has lost the intimacy that was common in the nineteenth century. Henry Hastings Sibley, writing to traders in the Minnesota country, customarily added to his business reports and inquiries his comments on the general condition of business, on politics, and on personal friends. The increase in the amount of correspondence to be done, the dispersal of correspondence in the firm among many people,

and the development of transportation and communication have all worked to eliminate long informative letters. It would require a more analytical survey than has been made to determine the extent to which information in separate manuscripts is diminishing. But we can say positively that the reader of twentieth-century manuscripts must read more to get a comparable amount of information than must the reader of manuscripts from an earlier time.

Increasing bulk and a corresponding decrease in concentration of information are positive forces in shaping the collecting policy of the society. If the information in a routine or form letter is very meager, the collector must consider whether or not it should be retained. Perhaps the importance of the manuscript, judged in relation to the entire group of papers, is so slight that it should not be kept. For example, the papers of a Minnesotan serving in the United States Senate may contain thousands of letters that seem either routine or strictly form. There may be large numbers of replies to Christmas greetings, routine replies written by his secretary in response to an inquiry made time and time again. The routine and the bulk may be important in themselves. Techniques for eliminating paper must take these research needs into account. Records for certain years may be saved as samples. Routine letters of one type may be grouped and counted. Summaries may be made of the general type and quantity of information without actually saving the paper. In some cases the bulk of a group of manuscripts has been reduced as much as 50 percent through summarizing, counting, eliminating duplicate materials, and microfilming bulky financial records rarely used. Admittedly these devices for reducing bulk are not completely satisfactory, for some historical information is necessarily lost. But with little hope of a tremendous expansion of storage area, some disposition standards, imperfect though they be, must be worked out. The objective is always the same, to reduce the bulk to the smallest amount consistent with historical interest. Donors have become accustomed to this attitude toward manuscripts. It is not unusual for them to say, even before they are asked, "Discard what you do not want," or, "Return what you do not want."

Since the society cannot collect everything, we have felt it imperative to acquire only the best manuscripts available. To find out what there is to collect, we have added new features to our field work. The most important aid to the curator in locating manuscripts is a committee appointed in 1951. The committee represents different areas of the State and different interests. At present the member-

ship consists of two university professors, two businessmen, three attorneys, and a housewife and genealogist. The committee has already proved its usefulness in extending the collecting activity far beyond the resources of the staff and in serving as an advisory group to the curator.

The survey is another method used to learn where manuscripts are and what they are. A survey now in progress of records dealing with aviation and a survey of business records conducted by the Business History Committee in the 1930's are only beginnings. High on the list of projects to be undertaken in the near future are a resurvey of business records, and surveys of the records of churches, cooperatives, and labor unions.

A records service inaugurated in 1952 primarily to offer records management to business is an additional avenue by which manuscripts reach our collection. Since the staff reaches a large number of firms in explaining the records service and in serving clients, the collection of business records should grow in size and variety. Although many firms that have been approached have no records of historical value, this negative information is important too.

With data about records on hand, we can work more closely with the local historical societies in a unified program of collecting. These societies have already proved valuable associates in expanding the total amount of storage space for manuscripts in the State. The State society has accepted a role of leadership in guiding local groups by issuing bulletins containing simplified technical information on handling manuscripts, and by building up a finding list of manuscripts held by the local societies. The finding list will serve the needs of the public until the more important manuscripts can be listed in a State guide to be undertaken cooperatively by all the historical agencies in the State.

Other groups in the State have been helpful in assisting the society to add to its resources without further complicating the storage problem, by giving microfilm copies of their records instead of the originals. The Daughters of the Mayflower (Monument Chapter) and the American Legion Auxiliary led the movement by reducing their bulky records to film. The organizations still hold the originals; thus the microfilm copy at the society is a security copy for them as well as an addition to research resources.

In the scope of this article, the many other activities that contribute to the building of the collection cannot be covered. The Minnesota Historical Society, backed by a rich experience of a hundred years, has undertaken a program commensurate with the

demands, problems, and opportunities of the times. The program rests firmly on the accomplishments of the past; it is shaped to meet the immediate responsibilities of the present; but it looks to the future. In that future is a collection, large yet concentrated, representing every facet of a complex State.

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Victor Hugo Paltsits, 1867-1952

By MARGARET C. NORTON

*Archives Division
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IN December 1909 Victor Hugo Paltsits read before the first open meeting of the Public Archives Commission of the American Historical Association a paper on the "Tragedies in New York's Public Records." The following paragraph from his paper even now has a contemporaneous ring:

The conscience of public officials is too often blunt in relation to inactive materials under their charge, because they look too generally upon their records from the standpoint of immediate practical use in administration. The reason why so much has been lost and is now being neglected or destroyed is that there is a natural tendency of men to neglect or destroy such things as are not useful to themselves, or which for the moment seem to have passed their usefulness. For this reason every enlightened government owes it to itself and posterity to enact proper laws for controlling the situation, and should intrust the prosecution of the task to some one who has the instinct, sympathy, conscience and ability to grapple with it.¹

Most of the paper was devoted to detailing losses of State and local records over the years, but the immediate tragedy to which Dr. Paltsits was alluding was not the Albany fire which destroyed so many manuscripts belonging to the New York State Library — that did not occur until 2 years later. He was reporting the recent defeat of the bill to reorganize the office of the State Historian of New York, the post which he had then held for 2 years. Included in his plan was authority for the State Historian to inspect the public records in State and local governmental agencies and the requirement that the State Historian be notified when records were to be destroyed as obsolete. The State commissioner of education proposed a substitute bill which omitted the provisions concerning records and would have changed the status of the State Historian as an independent executive in the administrative department and subordinated him to the Department of Education. Both bills failed of passage. The next year Dr. Paltsits again tried to get legislation which would have made possible the creation of a distinct archival agency. The conflict of jurisdiction between the State Library,

¹ American Historical Association, *Annual Report*, 1909, p. 369.

which is the legal custodian of State archives, and the State Historian, who later achieved the power to inspect records but as a subordinate to the Department of Education, persists to this date. New York State still does not have a unified archival system. After his 1910 bill was also defeated Dr. Paltsits returned to the New York Public Library in 1911.

Victor Hugo Paltsits had joined the staff of the old Lenox Library in 1888 and had gone to the New York Public Library when the two institutions were merged in 1895. There, except for those brief but controversial 4 years in Albany, he remained until his "retirement" in 1941. At the time he left the New York Public Library — he never really retired — Dr. Paltsits had long been acknowledged as the foremost American bibliographer of his generation. Indeed, *Who's Who in New York* says of him that "for continuous cooperation with works of others, [he] was publicly acclaimed 'unnamed partner in a thousand works that have advanced the learning of this country and the world.' " The long and impressive list of Dr. Paltsits' contributions to American historiography, his many honors, and his widespread professional interests can be found recorded elsewhere.

By archivists Victor Hugo Paltsits may well be regarded as the founder of the archival profession in this country. He was not by any means the first historian to urge the importance of preserving governmental records through establishment of archival agencies. He himself was never an archivist except in the sense that as curator of manuscripts and later as head of the American history section of the New York Public Library he had the custody of many documents that originated in governmental agencies. As a member of the Public Archives Commission of the American Historical Association from 1908 to 1924 and as its chairman from 1911 to 1922, however, he had a profound influence upon the development of archival techniques in this country. It was he who changed the complexion of the Public Archives Commission from a group of historians who were interested in archives chiefly as historical source materials to a group of custodians of records who attended the annual conferences of the commission to discuss the practical problems of administering archives. The Public Archives Commission was, as we well know, the parent of the Society of American Archivists.

The Public Archives Commission had been created by the American Historical Association in 1899. Its first chairman was William

Mac Donald of Bowdoin College; its second was Herman V. Ames of the University of Pennsylvania, under whom Dr. Paltsits first served on the commission. The commission undertook as its initial and chief project that great survey of the archival resources of the States, a work only partially superseded by the inventories published many years later by the Historical Records Survey. Dr. Paltsits pointed out that, important though that task certainly was, it was not sufficient. Archival agencies must and would be created. Alabama and Mississippi had established the first American departments of archives and history in 1902; other States were likewise becoming conscious of their responsibilities towards their archives. There were no trained archivists in those days, no archival training courses. The first report of the commission had noted "the imperative necessity of a more rational and scientific treatment of documentary material in the United States."²

At the 1912 conference of the commission Dr. Paltsits outlined the "Plan and Scope of a Manual of Archival Economy for the Use of American Archivists."³ For several years thereafter, until the First World War interrupted the meetings temporarily, each conference was devoted to technical problems and an attempt was made to present one or two chapters of the proposed manual each year. Although some half dozen chapters were prepared, the manual was never completed. Space unfortunately does not permit the reproduction here of the outline for this first proposed American work on archival economy.⁴ A reexamination of the outline again emphasizes Dr. Paltsits' clear thinking; it might well be the outline for a modern work on the subject. The only topic omitted is records management (including the disposition of records). In those days there was too much "disposition of records" to suggest that archivists should give countenance to such a procedure. Even today there are archivists who maintain that records management is a separate profession, that the archivist is a conservator — not a destroyer — of records, and that once more this function of preservation will be recognized as his true work.

The archives profession honored itself when it made Dr. Paltsits an honorary member of the Society of American Archivists some years ago. Younger archivists may remember him as a witty, genial gentleman of the old school. Those of us who began our archival

² Victor Hugo Paltsits, "An Historical Résumé of the Public Archives Commission from 1899 to 1921," American Historical Association, *Annual Report*, 1922, 1:153.

³ American Historical Association, *Annual Report*, 1912, p. 253.

⁴ American Historical Association, *Annual Report*, 1912, p. 254.

careers before the days of the National Archives and the archival institutes at Washington mourn the passing of a staunch friend to whom we turned frequently for his always ready practical suggestions, his warm encouragement, and his philosophical advice.

The Library of Parliament Fire¹

By ROBERT M. HAMILTON

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THE fire which broke out in the Library of Parliament just before two o'clock, Monday morning, August 4, continued to burn for about ten hours. Because the stubborn blaze was in an almost inaccessible point in the central dome 120 feet or more above the floor it was necessary to keep the sprinklers going for about six hours in order to help extinguish it. As a result approximately 200,000 gallons of water cascaded from the domed roof, or ran down the arched ceiling, and soaked or moistened the books on the main circular floor, many of the books on the two upper galleries, and many of the books and newspaper volumes in fifteen of the rooms or vaults in the basement. Mass evacuation of the books was started at 7:30 Monday morning and was continued intensively for two weeks, after which period selective removal was carried on for another two weeks. Approximately 150,000 books were removed to three main drying areas, and countless thousands were shifted to dry shelves in the Library itself.

The three main drying areas were the Hall of Fame and other corridors of the Parliament Building, the old Dominion Bureau of Statistics Building where extensive floor space was made available, and the new Supreme Court Building where eight floors of regular stack space were allotted to us. Books taken off the shelves were packed in large wooden boxes, many of which were lowered from the upper galleries by means of chutes quickly erected for that purpose, rolled out of the building on a conveyor to the trucks, transported to the drying area, and there spread out to dry. All but the largest books were stood on their feet with the pages partly open. Fans of all description were employed to get good air circulation.

While the evacuation operation was at its height the culling of the dried books was begun. Dry, or almost dry, books were selected from the wet ones and placed side down to form piles six or eight books high, with spines turned alternately outward, and with a sheet

¹ Reprinted, by permission, from the Canadian Library Association *Bulletin*, 9:73-77 (November 1952). The article in the *Bulletin* includes striking photographs illustrating salvage of library materials.

of wax paper placed between each book. On top of each pile an ordinary brick was placed to act as a press.

Books, such as newspaper volumes, which were too large to stand on their feet were placed open on tables, preferably lying on thin sticks of wood, and many sticks were inserted between layers of pages to allow air to circulate between them. Many of the old rare books, or books containing art work, were given special treatment which consisted of stripping off the damaged binding, immersion in a bath of soap and water with Formalin added, division of the book into signatures and pages, sponging of pages with wet sponges, or dusting with dry, clean rags, drying and pressing in large heated photo-dryers, and pressing in binder's presses to remove wrinkles.

Also, while the evacuation of books was going on, arrangements were completed to install dehumidification equipment in the Library in order to decrease the moisture in the air so that conditions there would be more suitable for the dry books left on the shelves. Four heavy-duty dehumidification machines, each with a theoretical capacity of 60 gallons per day, were in operation five days after the fire. Two smaller ones each with a capacity of two gallons per day were also installed in the wettest rooms in the basement. The large machines were kept operating continuously and will operate until the relative humidity drops consistently to the point of 67 per cent or lower at which mould and mildew no longer develop. The fact that August in Ottawa was a month of high humidity combined with the delay resulting in the necessity of obtaining dehumidification equipment from some distance away led to a situation where mould and mildew became an ever-mounting threat to our salvaging operations after the first week. Thousands of books, especially those bound in leather which absorbed moisture from the humid atmosphere, were made unsightly as a result of the rapid growth of mould and mildew.

The evacuation of the books was a wet, dirty, strenuous struggle. In many cases shelves of books (and nearly every shelf in the Library was packed tight, sometimes two or three rows deep) had swelled until the rows were almost immovable. Sometimes it was necessary to break a book in order to loosen a row. Covers and in some cases title-pages were dispersed. Partitions between the wooden shelving were also broken away to release rows of volumes.

The evacuation and drying of the books also added to the damage. Wet, slimy books do not stand up well to handling and transportation. As they dry out on floors and shelves they become warped in shape, the covers dry and buckle before the pages are dry

enough to permit stacking, the pages crinkle or stick together, the mould and mildew sometimes grow between the pages before the humidity is dispersed, dye from the cloth covers runs and stains the pages, titles on the spines are obliterated, paper with a high clay content, unless carefully tended, sticks together and forms a solid block, and covers, title-pages, index-pages, even parts of books are lost. The classed books were dispersed over a wide area and mixed without any possibility of segregation. Volumes from the same series were separated and sections sent to one or more of the drying areas. Hercules had no labour equal to the task facing the staff of the Library of getting these books rebound, repaired and back in order again.

Experiments on drying were carried out during the second week of the evacuation in the Low Temperature Laboratory of the National Research Council and in the Forests Products Laboratories of the Department of Resources and Development. These experiments included low temperature drying with infra-red heating, vacuum drying, oven drying, freeze drying, silica gel drying, dielectric or radio microwave drying, and kiln drying. It was reported that the fundamental difficulty with the first five methods was the slowness and relative inefficiency of attempting to dry the sodden books from the outside inwards. The kiln drying was quicker, but sufficient control could not be maintained over books of varying dampness, so that many tended to dry out of shape. Dielectric heating dries books thoroughly and rapidly when done singly, but there is a tendency for the metal stamping of titles, and the interior paper of the pages, to char where precise control is not maintained. It was obvious that numerous experiments would have to be conducted with both kiln and dielectric drying in order to obtain the best results, and under the circumstances it was considered best to continue with the methods being followed, that is, photo-dryer processing for the rare and valuable books, and air or fan drying for the general mass.

This tremendous job was done by many people. Members of the staff worked valiantly as much as 14 hours a day for two weeks without a break. Upwards of 50 librarians from the government departmental libraries, and other libraries in the city, volunteered their valuable services for periods ranging from a day to ten days, including evenings. Appeals for volunteers carried by radio stations in Ottawa and Hull and by local newspapers resulted in an enthusiastic response. Organized groups such as the Boy Scouts, the Girl Guides, several Catholic church groups, the Protestant Girls Club,

the Y.M.C.A., civil servants in several government departments, and others also contributed their services freely and worked with a will under trying conditions. The Public Works Department supplied men for the moving, carpenters, electricians and engineers. Three local professional book-binders directed the staff and fifty trained and untrained bindery girls under their direction in the meticulous work of salvaging the wettest books.

It might be invidious to praise any person from among the hundreds who contributed so much to the vast operation of saving the Library's, and the Nation's, books. There is no doubt, however, that more is owed to one man than to any other for the advice, inspiration, energy, and momentum that kept the wheels going to a successful conclusion. This man is Mr. Alvin W. Kremer, Keeper of the Collections of the Library of Congress, whose invaluable service, freely and unstintingly contributed, were obtained for us through the good and speedy intercession of the Executive Secretary of the Canadian Library Association. Mr. Kremer's considered opinion was that we had to contend with a problem three times greater than that experienced at Lansing, after the damage done to the Michigan State Library last year. It is rather staggering to conjecture on the probable results to our books (and our sanity) had Mr. Kremer not been with us in our worst period of trial and toil.

Library Fires and Salvage Methods¹

By JOHN S. STILL

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NO other word in our language is quite so terrifying as "fire." Whether in a home, a place of amusement, or a public building, this warning outcry immediately inspires fear, dread, and frequently panic. For the archivist, this is doubly true. While he, like anyone else involved in a fire, naturally fears for his own safety, he must also think of the books and manuscripts in his care, materials that are frequently irreplaceable. Too often in the case of a library fire, it is impossible to remove to a safe place any of the threatened materials. Aged documents and even bound volumes burn like tinder. Once a fire has gained a foothold, the individual can do little more than pray for prompt and efficient action by firemen, realizing at the same time that whatever materials are saved will probably be severely damaged by water. He is also likely, about this time, to wonder how the catastrophe might have been prevented. Whatever the cause, human frailty is almost certain to have played a part, either through lack of foresight or through carelessness. Until recent years tragic experience was virtually the only teacher, but today it is possible, as a result of lessons emerging from several serious fires, to prescribe certain precautions that will help prevent fires and to suggest methods of salvaging damaged materials.

It is absolutely essential that every conceivable effort be made to eliminate the possibility of fires in our libraries. No one in the archival profession needs to be reminded of the inestimable damage a fire could do in his institution. The loss of a building and of replaceable materials would indeed be costly and serious, but how can one evaluate manuscript collections? No amount of money can bring back or replace an original letter or other document. Unless it has been microfilmed or transcribed, it is totally and irrevocably lost.

¹ Paper read at the annual meeting of the Society of American Archivists, Lexington, Kentucky, October 27, 1952.

Librarians or archivists who are located in new or recently constructed buildings are extremely fortunate. Fire prevention is much more easily achieved under such circumstances. A word of caution should be offered, however, against lapsing into a sense of false security based on the belief that one is in a fireproof building. No such structure exists. It may be *fire-resistant* but it will not be *fire-proof* if high enough temperatures are reached and if it houses anything combustible.

One element that does not pose a serious problem in modern buildings but is a grave threat in older structures is electrical wiring. Assuming that the installation of electrical lines was done correctly and carefully, there is little cause for concern in new buildings. In ones of earlier vintage, however, it is quite common to find wiring that dates back a quarter of a century or more. In this age of budget restrictions and high costs, it is the rule rather than the exception to tolerate outmoded facilities as long as they function reasonably well. The electrical wiring in many of our public buildings (as well as in some private ones) is today deplorably and incredibly antiquated. In many states or cities examination by fire inspectors is inadequate and lax, if indeed it is made at all.

Smoking is another potential source of danger, in modern buildings as well as old. It is unthinkable, of course, that smoking would be permitted in the library stacks and it is extremely inadvisable to allow it in the reading room. Constant vigilance is necessary to provide for enforcement of smoking regulations. The most usual offenders on this score are workmen or others who are unfamiliar with libraries and who, from force of habit, light a cigarette or pipe without thinking.

This leads directly to another distinct hazard. The presence of outsiders in a library requires increased watchfulness. Laborers who may observe the ban on smoking can at the same time be very careless, and can be the sole cause of a needless, devastating fire. Therefore the contractor should be obliged to keep his men under constant surveillance and to exercise the utmost care to avert any untoward incidents.

The danger of spontaneous combustion is always present, too, but it need not be too worrisome if the custodians of the building are competent. Cleanliness and neatness on the part of staff members can reduce this threat to an absolute minimum.

The possibility of arson cannot be overlooked but it is difficult to take thorough precautions against it. A sufficient number of guards is essential, especially when the library is closed, but even then the

irrational incendiary can devise ingenious means for thwarting any watchman.

Every institution should develop a system by which these dangers can be held to a minimum.

Since the unfortunate fact remains that library fires do occur despite precautions and admonitions and leave in their wake disheartening desolation, it would be well to devote some attention to the procedures employed in salvaging fire-damaged materials. It was the misfortune of the Ohio State Archaeological and Historical Society to acquire this knowledge the hard way. The society's headquarters are located in the Ohio State Museum, adjacent to the Ohio State University, at Columbus. The museum, a large stone building constructed about 40 years ago, houses in one wing a reference library of some 70,000 volumes and 1,500,000 manuscripts. In June 1951, as part of an expansion program, new stacks were being installed in an open well, on both sides of which were existing stacks. The area was open from the basement floor to the roof of the building — the height of 4 stack levels. Canvas drop cloths were suspended in front of the old stacks on both sides, in order to keep the dust and dirt from spreading throughout the entire wing. This was done in accordance with the contract, the specifications of which called for protection of property. In the early stages of the work, employees of a subcontractor were using welding torches in the vicinity of the canvas hangings. These men had been instructed to stop welding at least 30 minutes before leaving the scene at lunch time and at the end of the working day. They had been warned repeatedly about the potential danger in the shower of sparks which cascaded from their torches to the floor — sparks which frequently burned for several seconds. More than once sparks struck and burned small holes through the canvas. Despite all of these warnings and indications of danger, the welders on June 12 went outdoors to eat lunch without waiting a sufficient length of time and left the area unattended. Within minutes sparks that had lodged in folds of the canvas on the floor ignited the material. Wind coming through open windows fanned the blaze. With the open well area acting as a giant flue, the flames leaped hungrily to the ceiling and then spread out over the stacks. A student employee, discovering the fire, sounded the alarm and the city fire department responded quickly. With an unusual display of understanding and thoughtfulness, the chief urged his men to confine the water to the affected areas and minimize water damage. His foresight reduced losses considerably.

The blaze was extinguished in a relatively short time with little damage to the building. It was readily apparent, however, that heavy damage to library materials had been sustained. As soon as the firemen approved, staff members entered the stacks to commence the staggering task of salvaging everything that was not completely destroyed. Chaos met their eyes. Charred fragments of manuscripts that had been boxed on the top deck were now strewn throughout the other three levels. Thousands of books were burned or soaked with water, which the intense heat had turned to steam. In some areas metal shelves had given way and had toppled hundreds of volumes to lower levels. Bound newspapers in the basement suffered both fire and water damage. Everywhere water stood on the floors or dripped from one level to another. Debris on the basement floor formed a sodden mass 6 to 12 inches thick; recognizable in it were paper, cardboard, and plaster from the ceiling.

As load after load of damaged materials emerged from the stacks, every bit of extra space around the museum was pressed into service. Immediately available were 2 rooms, each having about 1,500 square feet of floor space, part of a large room over the auditorium, and the stage and galleries in the auditorium. In addition, it soon became necessary to place wet or charred materials in several exhibit rooms and to close these rooms to the public. Within a few weeks it was possible to estimate with some degree of accuracy the extent of the damage. It was found that a comparatively small percentage of items had been directly affected by the fire. Had the amount been much larger, salvage operations could not have been conducted efficiently, so great was the amount of space required.

A survey revealed that some 200,000 manuscripts, or about 13 percent of the total collection, were destroyed or damaged. Some 10,000 pieces were a total loss, while the remainder were partially burned or charred around the edges and in many cases thoroughly water-soaked. Among the items lost were governors' letter books, records of the secretary of state, pardon papers, and the house and senate journals.

More than 10 percent of the 70,000 books and volumes of periodicals felt the effects of the blaze. Some 550 were completely destroyed, and 3,500 others were so badly damaged as to make replacement advisable. It was believed that the remaining 4,000 volumes could be salvaged.

The newspaper collection suffered least, with only 1,500 of a total 50,000 volumes affected. A third of these were consumed by the fire, another 500 had damaged bindings, and the rest were less

seriously injured. Fortunately, 13,500 rolls of microfilm were not exposed to the fire. Similarly, the rare book collection was stored in a vault some distance from the blaze.

It was readily apparent that more extensive damage had resulted from water than from flames. Illogical as it may seem, this is invariably the case, although total destruction is more often caused by fire. The Michigan State Library fire at Lansing early in 1951 is a case in point, for on that occasion all the damage to library materials was caused by water. It is obvious, of course, that water damage may be suffered without having a fire at all. This is eminently true in the case of floods, as at Louisville in 1937. The most devastating instance of destruction by flames occurred in 1911 when the New York State Library, housed in the State Capitol Building, was engulfed in a roaring inferno. An interesting and detailed report, published the following year, can well be considered the cornerstone of the literature on library calamities.

After the Columbus fire, museum personnel, without benefit of experience or prior knowledge, undertook salvage operations in a resolute but somewhat groping manner. There was, after all, no one in the state of Ohio, much less in Columbus, who could be called upon for advice in this emergency. Common logic dictated removing the damaged materials to places where they could dry out. In accordance with a hastily devised plan, manuscripts were taken to the new library reading room (one of the two large rooms mentioned earlier), while books were taken to the other, which is a classroom. Volumes of newspapers, most of which could not be brought from the stacks until the following day or later, were laid on the floor in halls, in the auditorium, and in several exhibit rooms. At the earliest opportunity, a load of lumber was purchased, from which drying racks were constructed. For the newspapers and bound volumes these consisted of 1" x 6" or 1" x 8" boards nailed to upright pieces, forming vertical racks which slanted in at the top. On these racks were placed the newspaper volumes whose bindings were the wettest, as well as some of the house and senate journals. Use of the racks, on which the volumes were laid open, permitted exposure of both the inside and outside to the air. In addition, the racks were placed in the new library reading room, where the temperature and humidity were being controlled in order to induce drying with maximum speed and safety. For the most part, however, the damaged newspapers were put on the floor, and one person spent his full time for the next few weeks walking around the museum turning a page or two of each volume. By the time he had

completed the circuit the pages of the first volumes were ready to be turned again.

Books and bound periodicals presented a somewhat greater problem, inasmuch as about 8,000 of them demanded care. When the classroom proved too small to accommodate all of them, some of the more badly damaged ones were transferred to other rooms. Preliminary treatment in the case of the books was to stand each one on end (if its cover would support it) and ruffle the pages so that the air could reach them. Complications were encountered here because the starch in the slick paper caused the pages to stick together when they dried. As a result, it was imperative to separate the individual pages as far as possible.

The primary consideration with regard to manuscripts was to forestall the appearance of mildew and to dry them before the ink blurred into illegibility and before the fragile paper completely deteriorated. The first step was to begin the seemingly endless task of inserting pieces of absorbent paper between the pages of each damaged manuscript and between the manuscripts themselves. A test revealed that sheets of newspaper could be used without transferring the print to the wet documents. Staff members rounded up newspapers from their homes, and one crew tore the pages into smaller pieces while a larger group began inserting the slipsheets. As soon as possible, blank sheets of absorbent paper were procured and were used thereafter for slipsheeting. Because of their uniqueness and value, the manuscripts were accorded priority, although books and newspapers were not neglected. Every person on the staff who could leave his regular work participated in the manuscripts salvage operation. Moreover, a number of students from Ohio State University were employed on a part-time basis to assist in the work. This expedient was unavoidable but not entirely satisfactory, since some of the students lacked proper appreciation of the value and importance of the manuscripts.

At first the documents were piled on the floor in stacks, with one box or bundle of manuscripts in each pile. In short order the carpenters built sets of shelves, which were placed in the reading room. Although it was agreed that interleaving the manuscripts with absorbent paper had been extremely important and that keeping the documents in larger stacks tended to reduce wrinkling, it was decided that rapid and complete drying could best be achieved by breaking down the piles into groups of 4 or 5 manuscripts. The process was then completed rapidly and the piles were reassembled. The fast drying, however, was not attained solely by exposure to

the air. On the day after the fire, the Ebco Manufacturing Co. provided 5 of its Oasis dehumidifying machines without charge in exchange for permission to publicize their use. We subsequently rented 15 more, installing them in the reading room, classroom, and stacks. These dehumidifiers proved very helpful. Circulating heaters, as well as the older type, maintained a temperature of 80 to 90 degrees while the Ebco machines drew the moisture from the air, keeping the humidity below 60 percent. Doors and windows had to be kept tightly closed, creating very uncomfortable working conditions for the people who were processing the manuscripts. The entire drying operation required at least 2 weeks but prompt action in slipsheeting the manuscripts had successfully warded off the formation of mold. A number of books, however, sprouted a thick growth of mold within 2 days. These were the volumes that were so thoroughly soaked and damaged as to be virtually unsalvageable or ones that could be replaced more cheaply than they could be salvaged. Once the immediate danger had passed, it was possible to begin the long and arduous task of preparing manuscripts for restoration and preservation, culling out books which could not be salvaged, assigning others to the bindery, and evaluating losses.

Fortunately, the historical society did not suffer through its ordeal without assistance or advice. Timely counsel by Charles Francis Gosnell of the New York State Library and Alvin W. Kremer of the Library of Congress led to the summoning of two experts to the scene. First to come was Harold F. Brigham of the Indiana State Library, a well-qualified man in his own field and one who has acquired a great deal of experience in disasters of this type. Then from the Virginia State Library came William J. Barrow, whose reputation in the field of document restoration and preservation spans three continents. Mr. Brigham surveyed the scene 3 days after the fire occurred and offered several valuable suggestions concerning the drying process. Moreover, he urged that the soaked newspapers on the basement level be removed immediately, even though they were beyond rescue, so that the humidity would be reduced. Mr. Barrow came the following week and plunged into the manuscript-drying operation with a vigor that renewed the enthusiasm of the weary museum staff members. His contributions cannot be exaggerated. It was he who urged, among other things, that the size of the piles of manuscripts be reduced, thus making possible a nearly perfect record in combating mold. The society's manuscript librarian, Elizabeth C. Biggert, later spent a week at Richmond

learning from Mr. Barrow certain aspects of manuscript restoration that could be done at the museum. Items that require lamination are sent to Mr. Barrow after preliminary treatment in Columbus.

The salvage operations consumed a good 2 weeks, during which some of the staff worked evenings and weekends, and a few remained on the job all night the first few nights after the fire. As indicated before, additional personnel had to be employed temporarily. Moreover, several persons had to be placed on the staff on a more permanent basis to engage in the restoration of books and manuscripts. After 16 months only about one-third of the salvageable books have been returned to the shelves. It took some time, to be sure, to set up the program by which the volumes are cleaned and prepared for the bindery, but this is indicative of the magnitude of the task. Progress with manuscripts has been even slower. To date, somewhat less than 5 percent have been cleaned, restored, and preserved. It is unfortunate but unavoidable, of course, that none of these materials can be available for research until they have been completely restored. The financial loss sustained and the expenses still being incurred will ultimately total well over \$100,000. The State of Ohio recently instituted a lawsuit against the contractor, but the case is far from settlement. Because of the element of responsibility involved, an attorney was engaged immediately after the fire and statements were procured from all staff members and workmen in the building regarding their activities and observations. In addition, more than 100 photographs were taken of the damage to library materials and the building and of salvage operations in process. One staff member was assigned the job of maintaining a file of data concerning the fire. Eventually a complete report will be compiled and published.

In brief, certain significant lessons regarding salvage methods evolved from this unhappy experience. First, it is necessary to establish a priority system based on the value and replaceability of the materials, since workers undoubtedly cannot give simultaneous attention to all damaged items. Second, speed is imperative in the early hours. Moisture must be drawn out or absorbed before mold can start to form. If there is no premium on space, spreading manuscripts on shelves in small piles in a room with controlled humidity and temperature is most advisable. Under crowded conditions, slipsheeting can perform a valuable service by removing a large part of the moisture from many documents while others are in a drying room. The use of circulating hot air along with dehumidifiers is highly recommended for books as well as manuscripts.

Finally, long-term salvage should be undertaken only by qualified persons who have been carefully instructed in methods.

Today the stacks have been completed and are in use. The lingering smell of smoke, however, and the sight of manuscripts and books awaiting restoration are constant reminders of a costly experience. Although the lessons learned about salvage methods proved valuable to the Ohio State Museum it is to be hoped that for others they may be of academic interest alone and that the need for practical application may never arise.

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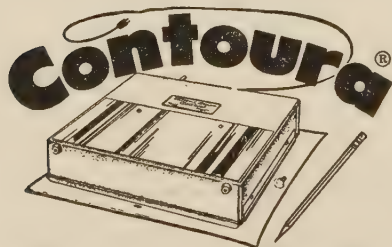
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The Michigan Records Program

By VERNON L. BEAL

Michigan Historical Commission

MICHIGAN is beginning a program of establishing modern records management methods in public offices of State and local government. In this program the State Archivist occupies a critical position, since he is responsible for selecting from the great accumulations of paper that exist, those records having historical value. Under the recently adopted Michigan system, the Archivist is freed of administrative supervision over records birth control, the handling of semiactive records, and the disposition of valueless records. All such problems of office administration that have plagued the Archivist are now assigned to the Office Services Division of the Department of Administration.

The Michigan Historical Commission is, by law, charged with the administration and preservation of the public records of the state having historical value. One distinguishing feature of the law is its plenary nature. Any record of any public office in the State (except, of course, the Federal offices) come within the purview of the statute. No record can be legally destroyed until the Michigan Historical Commission has approved its destruction. In fact, the law is so strong that if the commission deems certain records to be of sufficient historical value, it can go to court and obtain an order forcing a reluctant official to give up such records.

Another distinguishing characteristic of the commission is its small budget. From the time of the commission's creation in 1913, its work progressed satisfactorily until the great depression. In the early 1930's the commission had to drop its Archivist and abandon a well-conceived archival program. At the same time, and especially in the 1940's, the members of the commission were very conscious of the need for new methods and facilities for handling public records. Numerous requests from various public agencies could not be met. Reports and recommendations of the commission went unheeded in the turmoil of the postwar years.

Then in 1949 the Michigan legislature, following the national pattern, established a committee on the reorganization of the State government. It was popularly called the "little Hoover committee" although it was by no means constituted like the national group. It

consisted of members from both houses of the legislature and a representative of the governor. Experts submitted recommendations known as "task force reports." Through the Kellogg Foundation funds were obtained to secure the services of Emmett J. Leahy and the National Records Management Council, for expert analysis of Michigan's records problem.

Mr. Leahy's methods are too well known to need detailing here. It should, however, be pointed out that his findings were based on pilot studies and consultations with the officers who were working in the various departments. Hence his recommendations came from the inside rather than from the outside, and they were practicable. The 1953 session of the legislature implemented the report by writing the recommendations into law, with the hearty support of the Michigan Historical Commission.

An important impetus to this legislation was a disastrous fire in the State Office Building. Nobody wants either credit or responsibility for that terrible loss. Nevertheless the fire made the legislature records-conscious, for it entirely destroyed two floors of a "fireproof" building. The fire was sustained by huge stacks of uncared-for records and waste paper jumbled together on the mezzanine (a sort of attic) floor, which the firemen could not reach. (It is sincerely, even devoutly, hoped that other States can learn from this bitter and costly experience.) This fire took place after the Leahy survey was made and before the legislature acted on the recommendation.

A primary if not a fundamental consideration in drafting and passing the legislation needed to establish a modern records management system in Michigan was to avoid the tag "political." Everybody involved in securing the passage of the measures was conscious of this necessity, and everybody involved is to be commended for securing the nonpolitical status of the legislation. It might be assumed that such an administrative reform would never be endangered by partisanship were it not for the experience of other States where politics have entered into records legislation.

In drafting records management legislation, three important general considerations had to be kept in mind:

1. A department of sufficient power and stature had to be designated to administer the program under an adequate statutory grant of authority.
2. Safeguards to protect the interests and responsibilities of the State agencies had to be provided.
3. Safeguards to protect the historical interests of the people of the State had to be established.

In short, the difficulty centered about the problem of writing the safeguards into the act in such a way that the effectiveness of the records management agency would not be crippled. Whether or not this has been done successfully remains to be seen, but it seems reasonable to believe that the legislation as enacted solves this particular problem. A review of the act itself will illustrate the basis for this belief.

The records management function was placed in the Department of Administration, the most powerful control agency in the State government. This means that the new agency will have the stature needed to secure the respect and cooperation of the other departments. Moreover the new agency was given very wide responsibility when its functions and duties were prescribed. The new office was given authority:

1. To analyze, develop, and coordinate the standards, procedures, and techniques of record making and record keeping.
2. To insure the maintenance and security of all records worth keeping, to establish safeguards against unauthorized disposition, and to recover any records that have been removed without authorization.
3. To establish and operate State records centers to service and protect all records that need to be kept for a time or permanently, but that need not be kept in office space.
4. To institute a training program for records personnel of other offices.
5. To provide microfilm service.

After this grant of authority the act defines the term "record" as any ". . . paper, book, photograph, motion picture film, microfilm, sound recording, map, drawing, or other document or copy thereof . . ." made or received by an agency of the State and retained by "that agency or its successor as evidence of its activities or because of the information contained. . . ." Then follows a statement that records are the property of the State, to be delivered by outgoing officials to their successors, and that they may be disposed of only as provided in the procedure to be described.

Thus the grant of authority contains no crippling provision and the first important general consideration, listed early in this paper, is met. If the department fails to secure cooperation the statute cannot be blamed. At the same time there is no safeguard of the interests of the various offices nor of the historical value of records in this section of the law. The safeguards which insure the cooperation of the various departments are written into the procedure for disposition. This procedural portion was most difficult to draft

from the administrative point of view. The procedural safeguards, however, seem to promise workability.

The first paragraph of the procedural section attempts to separate record from nonrecord material at the time of filing. It provides that the agency head

. . . shall make, cause to be made, and/or file only such records as are deemed necessary by the responsible head of the agency . . . (1) for the continued operation of the agency; (2) to constitute an adequate . . . recording of its activities, and (3) to protect the legal rights . . . of the people.

Action under this important procedure is largely dependent on the various departments, with the records management agency in an advisory capacity.

The second paragraph deals with the procedure for transferring semiactive records from the departments to a storage center where they are still largely controlled by the department of origin but are serviced by the records management office. The records management office is to submit to each agency a list of that agency's records that the office believes should be transferred to the storage center. This list may be approved or disapproved in whole or in part by the responsible agency head before any transfer takes place. As a further protection of the agency there is a specific provision for obtaining the consent of the responsible head before anyone outside the agency of origin makes use of semiactive records.

The transfer procedure depends on cooperation and protects the interests of the agency head throughout. Thus the second of the three important general considerations, listed earlier, is met. At the same time, it does not seem likely that the procedure is crippled to any extent by these safeguards. In fact, it seems more likely that these limitations, rather than acting as restrictions, will become bulwarks of confidence to provide the harmonious cooperation upon which a successful records management program depends.

The third paragraph in the procedural section of the law controls the disposition of records after administrative need for them has ceased. The records management agency is directed to create disposal schedules and submit them to the Michigan Historical Commission for approval or disapproval, either in whole or in part. Any items appearing on such a schedule that the commission finds to have historical value are then to be transferred to the custody of the commission and to be preserved as the archives of the State. After this is done, the records management agency then submits a list of the remaining records, useless for administrative purposes

and found to have no historical value, to the State Administrative Board for final authorization for destruction or salvage. This board is made up of the top elected officials of the State government. Thus the third important consideration, that of protecting the historical interests of the State, is met; and the whole program is complete.

The management of records of local units of government is handled in much the same way. The basic and important difference is that the local unit itself must be its own office of records management; that is, the local offices deal directly with the historical commission and with the administrative board. There is, however, no conflict between the laws controlling records disposal on the two different levels of government.

This procedure for handling the records of units of local government has been established for many years, but it has been used effectively only within the last year. An amendment to the law establishing this procedure, passed by the 1951 legislature, eliminates any arbitrary period of years during which all records must be kept. Now the responsibility rests completely upon the local unit of government, the historical commission, and the administrative board. The fact that action on the part of local units is entirely voluntary may seem to present a difficulty. In practice, however, this is not the case, for half a dozen counties and as many cities have sought the advice and help of the commission within the last 9 months. Several records disposal projects have already been completed in local units of government. Actually any mandatory policy on the local government level would present grave difficulties, for the starting point of a records management program is willing cooperation.

This program of managing Michigan's public records looks good. Administrative problems remain to be solved, but this can be done. The fact that the law is consistent and that it has been used satisfactorily in isolated cases seems to assure its workability. It seems fairly certain that the legislature will appropriate the funds necessary to make the program a success. This is largely due to the fact that throughout the presentation of the need for this program, emphasis was laid upon the economies that would result.

Indeed it is difficult to keep from being over-optimistic. We know that we have a program that will work, and we know that we have eliminated many troublesome obstacles that obstruct other State archives programs. The physical job still remains to be done. It will not be done in a year — but it will be done.

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Preparation of Annual Reports¹

By LEON DE VALINGER, JR.

Delaware State Archives

THE archivist's annual report can be many things to many people. Some may regard it as an annual "headache," a legal requirement to be fulfilled, or a necessary evil demanding the expenditure of much valuable time at a busy season of the year. Others recognize in the annual report their best ambassador of good will. It provides the medium for giving a report of the administration of an archival agency to interested constituents, whether they are citizens of a nation, state, county or municipality, members of a historical society or religious denomination, or stockholders of an industrial corporation. This is probably the best medium the archivist has available to recount officially the progress of his agency's efforts, its deficiencies, and its future plans or requirements. The press and radio are usually interested in obtaining local news of this nature and will give it sympathetic treatment. Obviously the more the public reads or hears about an archival agency the better informed it is about what the agency is and does. Many advantages in the way of new accessions and increased support can thus accrue.

Granted that the annual report is an asset to an archival establishment, what should be the nature of such a report? Should it be a comprehensive, summarizing, or statistical account? The answer lies with the archivist, who can decide, under the local conditions prevailing, what type of report will best serve his agency's needs. It is usually a wise policy to recount as much of his archival activities as will interest the public and to introduce the names of donors and others who have cooperated in his efforts.

As there are different kinds of reports there are also different methods of compilation. Some archivists do nothing toward the preparation of the report until that part of the year known as "annual-report time" arrives. Then all other duties are suspended and after a search through correspondence, accessions lists, financial records, and other sources the material for the report is collected and the writing begins. Other administrators carefully keep office

¹ Paper read at the annual meeting of the Society of American Archivists, Lexington, Kentucky, October 27, 1952.

diaries of daily events, as well as running notes under the separate categories of their annual reports so that when the end of the fiscal or calendar year arrives their research at least is done and they have a good idea of the material in hand for writing their reports. Still others prepare drafts of sections of the annual reports as events occur during the year. At the conclusion of the 12-month period much of the text of the report is at hand, and it is not too difficult a task to weed out extraneous material and insert essential data needed to complete the report. The two last methods of report preparation are certainly recommended.

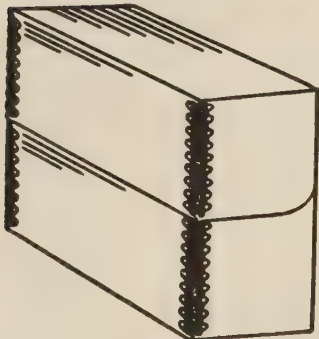
In his consideration of the contents of the annual report the archivist has to decide, within the limitations of printing space and available publishing funds, how much is to be included in the report. Having made this determination he then decides within those bounds what is to be included and what is most essential. His constituents, whether they comprise the public, officers of the society, or the board of directors of an industry, will wish to know what he has done in the past year, how much it cost, and — if a project is not completed — how long it may take and how much more it will cost. The archivist, on the other hand, will wish to report some additional information. He will, of course, wish to tell what has been accomplished, what he plans to do, and what additional assistance he may need to continue the work. If the limitations of publication do not restrict him he will desire to describe the outside assistance received either from donors or from volunteer workers; he will wish to give details of the work methods devised for classification, repairing, microfilming, and other aspects of the work. He may also wish to give detailed information about the collections or about legislation passed during the year affecting the archives.

Having determined all of the preceding points, the archivist is then confronted with deciding on the format or the style in which the annual report is to be published for distribution. Archival agencies of limited budgets may at first only be able to distribute typed copies to the officers or commissioners of their agency. In most cases they will discover that the reception is enthusiastic and they will be urged to find means to make more copies of their reports available. They will then either find the means for having their reports printed or avail themselves of duplicating equipment, so that their reports can reach the public and other interested persons. In designing the format it is well for the archivist to keep in mind that many hours of his and his staff members' time have gone

into the preparation of this report and that it should make as good an impression as possible upon the readers. Just as the archivist has learned much from industry in aspects of record keeping, micro-filming, and other techniques, he can also profit by the experience of industry in the preparation of annual reports. Not so long ago corporate reports were dull, uninteresting publications distributed merely to fulfill legal requirements. Industrialists soon realized, however, that if they were to obtain new investment capital it would be necessary to explain to the small investor what their companies were manufacturing and how the companies operated. They were aware that their former reports were not being read. The result was an entire change in the annual-report aspect of their public relations, with the result that most industrial firms now issue attractive, colorful reports, plainly written and well designed, with enough pictures, graphs, and charts to help the reader visualize their message. Few archival agencies would have the funds to issue such reports, but they can certainly learn something from the successful methods of industry in presenting these reports to their constituents.

A perusal of the back number of the *American Archivist* reveals that astonishingly few archival agencies of this country have submitted reports to be reviewed in the journal of this Society. It cannot be that those submitted are from the only archival agencies in the country that prepare annual reports. If the others do not make their reports public, let us hope that they will plan to do so; there are undoubtedly interesting features of the work of each agency, which others would like to know about. Archival establishments throughout the country are coming into being or maturing with each year. Those administering them are avid for information on the proper methods of procedure. The annual reports of others would be invaluable to these new agencies in making decisions involving the selection of methods and equipment. Let us hope that an increasing number of archivists will prepare their reports and publish them so that the fund of archival knowledge in this country may thus be enriched.

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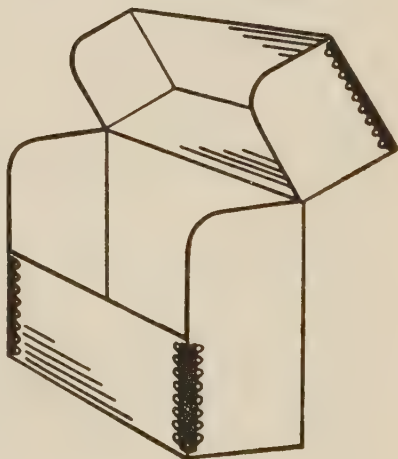
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The International Course on Archives, 1951-52¹

THE international course on archives held its first meeting at the Archives Nationales on November 5, 1951. This happy step in international cooperation was due primarily to Charles Braibant, Director of the Archives of France and President of the International Council of Archives.

The International Council on Archives was established in the realization that there should be a common bond between all archives — of Europe, the Americas, Africa, and even Asia — in order that archivists might get acquainted, compare their methods, and agree upon archival procedures. The council sponsored international congresses of archivists, the first in Paris in 1950. Both at meetings of the council and during sessions of this first congress, M. Braibant was struck by the different archival practices with respect to organization, methods of classification and inventorying, and terminology. In order to end these differences, to reach a common viewpoint, and to develop intellectual cooperation, he decided to establish an international course on archives. This course would review matters pertaining to records, would permit national representatives already informed on archival questions to expand their knowledge, and would help representatives from newly created states to resolve the problems involved in the classification and use of large masses of records. To M. Braibant, the Archives Nationales in Paris seemed designed to provide the setting for this course.

In France, the administration and organization of archives is highly centralized and standardized. All French archivists, having had the same training at *École des Chartes*, apply uniform methods in their work. Because the depositories in their custody serve both historical and administrative needs, they work directly with the ministries and prefectures, and are thus enabled to provide solutions to current records problems. M. Braibant thought that these characteristics of French archival procedure were sufficient to give

¹ Abstract of a paper by A. Mirot, Archives Nationales, Paris, translated by Alexander Mavro of the National Archives in Washington. It is here printed for the information of persons in the United States who may be interested in enrolling for the course in the fall of 1953.

France the role of educator. In the course he secured the participation of distinguished professors of the Collège de France, the University of Paris, the Law School, and the École des Chartes and of distinguished administrators in the government service.

Actually the program of instruction necessitated such participation. To begin with, the evolution of French archives and the history of foreign archives would have to be covered. After the study of the historical evolution of these archives would come lectures on archival organization, both in France and other nations. It was planned also to discuss the expansion of French archives; the classifying, inventorying, and listing of records; their protection against destructive agents; their repair, reproduction on microfilm, and their availability for use on the spot or through loans. Nor could documentation centers be overlooked, either those in Paris or those in the departments. The course would necessarily outline roughly the organization of public administration in France. Within the history and organization of the archives would be treated the content of archives, limited, because of the vastness of the subject, to French archives. The desire was to bring out the richness of archival documents for studying various fields of history — religious, literary, economic, colonial, military, maritime, social, and modern political history.

To realize so broad a program the course was divided in two parts — first, lectures reserved for archivists and foreign students from the first of November to mid-January; and second, lectures from mid-January to mid-March open to archivists, foreign students, and graduates of the École des Chartes. Actually these last attend a seminar at the Archives Nationales after their graduation, to supplement, in certain technical aspects, the knowledge acquired at the École des Chartes and to learn administrative practices that are indispensable in the performance of their functions. The second part of the course permitted foreign archivists and École des Chartes graduates to become acquainted, to increase their points of contact, and to develop the spirit of collaboration and mutual confidence.

This course opened at the Archives Nationales in November 1951 with more than eight nations represented. All the lectures were in French. The classes met in the morning, usually for an hour and a half, and devoted the rest of the morning to the exchange of views between the lecturer and the students. A few afternoon sessions discussed archival terminology — the meaning of fonds, sous-fonds, series, subseries, dossiers, liasses (bundles), and regis-

ters. Also discussed were the distinctions between *états sommaires*, *inventaires sommaires*, *inventaires analytiques*, *répertoires numériques*, and *répertoires numériques étendus*. Each student gave his definitions of these terms and then the definitions were compared in order to arrive at definitions satisfactory to all. Account was taken here of practical matters. Each student had to prepare an inventory of records in the Archives Nationales relating to his own country. These inventories, undertaken with enthusiasm and satisfactorily completed, have become useful tools for the Archives and the searchers who frequent the institution.

This first course was a real success. All the foreign archivists in attendance expressed their satisfaction at getting such instruction, conceived in a truly international spirit. The course can and should be of service to the cause of archives by helping to standardize methods and harmonize doctrines. It is hoped that all informed nations will send archivists to take the course and to work, like those who came in 1951, side by side with their French colleagues, in the development of archival science.

W. J. BARROW

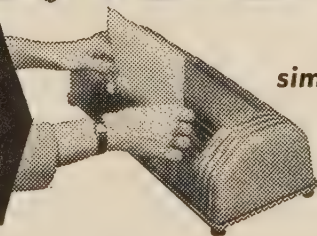
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Reviews of Books

RICHARD G. WOOD, *Editor*

National Archives

Unpublished Bibliographical Tools in Certain Archives and Libraries of Europe; a Partial List, compiled by Lester K. Born. (Washington, D. C., Library of Congress, 1952. Pp. vi, 25. Processed. 25c.)

This list contributes toward filling a serious gap in the postwar tools of scholarship, as there has been no effective way of knowing what European archivists and librarians are doing to guide researchers to their holdings. At the same time it shows the false economy of budgetary cuts that necessitate stopping partially completed cultural programs. The work could have been even more useful had Dr. Born been able to visit all the countries on his agenda. His foreword suggests that the program be carried on by the holding institutions' microfilming of their finding aids. This list may stimulate such activity.

The list presents a representative sampling, in diverse subject fields, of unpublished guides, catalogs, indexes, and other bibliographical tools. The entries, arranged by country, identify the finding aids as to type; tell the quantity of registers, cards, or other units; and present cryptic comments on the completeness or usefulness of most. There are more than 300 entries representing 100 archives and libraries. Most of these institutions were visited by Dr. Born while he was in Europe as special assistant on the microfilm program for the Library of Congress. The Library may be thanked for making available such information as has been compiled.

PHILIP C. BROOKS

Federal Records Center
San Francisco, California

Guide to the Western Historical Manuscripts Collection. Western Historical Manuscripts Collection Bulletin No. 6. University of Missouri Bulletin. Library Series No. 22. (Columbia, Missouri, 1952. Pp. 125.)

This guide to the Western Historical Manuscripts Collection at the University of Missouri is a revised and amplified edition of a publication which appeared in July 1949 and was reviewed in the *American Archivist* for January 1950. Since the appearance of the first *Guide*, numerous important collections have been acquired and the work of processing these and other papers has advanced; the present descriptive listing thus represents considerably more than an editorial revision. Entries have been rewritten, standardized for style, and in some cases considerably expanded. The appearance of the *Guide*, now printed as a University of Missouri *Bulletin*, is attractive.

The previous alphabetical listing is continued but each entry is numbered. Each group of papers is described as to source, quantity, inclusive dates, and

the persons, places, and subjects covered. Some entries include biographical sketches of considerable length; this material is very helpful to researchers, and I regret only that dates of birth and death are omitted — they were consistently included in the preliminary *Guide* and are too useful to abandon.

A good index has been added; perhaps since it lists "governors" and "poets, papers of," it might have included also "Senators" and "Representatives."

Missouri's men in public life are very well represented in the Western Historical Manuscripts Collection; it includes the papers of members of three constitutional conventions, nine governors, and several United States Senators and Representatives. Acquired since 1949 are the "Harry S. Truman Senatorial and Vice Presidential Papers, 1935-45. 36 boxes." These are on deposit and are not yet cataloged or open to researchers.

MARGUERITE J. PEASE

University of Illinois

The John Gray Blount Papers, Volume I, 1764-1789, edited by Alice Barnwell Keith (Raleigh, State Department of Archives and History, 1952. Pp. xlv, 572.)

In the reviewer's opinion publication is a most important part of an archival agency's program. It is his further opinion that, once essential finding aids have been issued, documentary publication should be emphasized. Orchids, therefore, to the North Carolina State Department of Archives and History, which through the years has made available to historical scholarship so many printed volumes of source material.

The latest volume to appear is one reproducing 520 selections, the greater part of which is from the approximately 10,000 documents in the John Gray Blount collection on permanent deposit in the department. Only 34 of the selections antedate 1783; the rest are well apportioned among the remaining years of the decade. A 3-page "Foreword" describes the collection, editorial practices, and assistance received. A 19-page essay on "Jacob Blount's Family" is supported by 159 footnotes. A "Chronological List of Papers" covers 13 pages. The selections are spread over 563 well-printed pages. Sixteen illustrations include 5 maps, most of which are on scales too small to be useful. The 8-page index is inadequate, even for personal and place names.

John Gray, Thomas, and William Blount were brothers whose closely intertwined economic activities made them outstanding in the 1780's. At Washington, N. C., was located their chief store; others were located in the vicinity. So extensive was their carriage of produce to northern and West Indian ports that they owned and operated a number of vessels. During 1785-88 Thomas was abroad, largely in the endeavor to open English markets to their produce. Trading was not their only avenue to wealth. As land speculators they operated on a grand scale, particularly in the Tennessee country. As manufacturers they set up a sawmill, tannery, and nailery. Their energies spilled over into politics. Outstanding in this regard was William, who served variously in the State legislature, the Continental Congress, and the Constitu-

tional Convention at Philadelphia in 1787. The brothers' activities were not always of acquisitive character; they gave freely of time and money, for example, to the cause of education.

On all of the activities mentioned the published papers shed considerable light. They will be of interest, likewise, to students of such assorted topics as slavery, postal service, finance, funeral customs, transportation, Indian affairs, gambling, agriculture, and disease. Volume 1 is indeed so rich in content that it is to be hoped that other volumes, presently unannounced, are soon to appear.

W. NEIL FRANKLIN

The National Archives

Washington's Official Map of Yorktown. (National Archives, *Facsimiles*, No. 21. Washington, D. C., United States Government Printing Office, 1952. Pp. 5. Map. 75 cents.)

Washington's Inaugural Address of 1789. (National Archives, *Facsimiles*, No. 22. Washington, D. C., United States Government Printing Office, 1952. Pp. 14. 75 cents.)

Though primarily tourist keepsakes, and handsome ones, the National Archives facsimiles are not without value to the archivist. Of the two most recent, the Washington first inaugural is reproduced in good facsimile from the reading copy in the Senate archives, which was used by Fitzpatrick in the bicentennial edition of Washington's writings. It thus offers an opportunity for the curious to make a sample appraisal of the bicentennial transcription. The anonymous editor of the facsimile calls attention to the existence of a draft copy of the same inaugural, which, judging from his notes and Fitzpatrick's silence, remains uncollated with this reading copy.

The Yorktown map is of somewhat more interest to the archivist in that it offers a nice object lesson in the principle of *respect pour les fonds*. The map is neither the earliest, the most complete, nor the prettiest of the contemporary manuscript maps of the siege of Yorktown. The French, being somewhat older at the archives business than their American cousins, can produce a score of such maps. The National Archives of the United States, a teen-ager, now produces one that has been lost for a century and a half. Its importance hinges on its identification as the map once enclosed in a Washington letter. The brief presented for this identification is convincing, but by no means as airtight as a casual reading of the commentary might lead one to suppose. And, if the identification is in fact correct, as we suppose it to be, then the importance of the map is only sentimental, since Washington's enclosure was apparently an incompleated copy, with a translated legend, of one of the French maps in the Archives des Cartes of the French Ministère de la Guerre, a fact not brought out by the commentator, though he probably suspected it from his examination of the Rochambeau maps in the Library of Congress.

In neither of these facsimiles is there any report on the watermarks or wire and chain lines of the paper, a serious defect to the scholar, though it will certainly not be noticed by the average purchaser of these beautiful folders,

which are a credit to the skill and taste of both the National Archives and the Government Printing Office.

JOHN COOK WYLLIE

University of Virginia

Records Management for the State of California, Second Partial Report of Assembly Interim Committee on Governmental Reorganization, H. R. 203 — 1951. ([Sacramento, The Committee?], 1952. Pp. 24.)

This report, one of several on proposed reorganization of the State government of California, represents a significant step forward in the field of records management and one that will undoubtedly be followed by other States. The subcommittee responsible for submission of the report accepted the recommendations of its advisory group, which included records experts from private industry and the Federal Government as well as representatives of the State government. The report reviews briefly and in factual style the records situation in the State and points out how the growth of government has resulted in a continuously increasing volume of records with attendant problems of maintenance, servicing, and disposition of records. The committee's conclusions are summarized by the statement that "too many records are being created, too many records are being kept, too many records are housed expensively, and too many records are kept inefficiently."

The committee's recommendations center around the establishment of a records management organization much like that of the Federal Government to develop, coordinate, and supervise all of the State's records activities. Attached to the report is a proposed California records act which is patterned after the Federal Disposal Act of 1943 and the Federal Records Act of 1950. The position of Archivist is placed by the proposed act under the director of general services. The director, with the assistance of a State Records Council, is made responsible for the administration of the archives of the State and the records management program of the State agencies, with authority similar to that of the Administrator of General Services over records of Federal agencies. Disposal of records, which in the Federal Government cannot be effected without Congressional authority, is permitted upon the approval of the director of general services, the head of the agency concerned, the attorney general, and the director of finance. Disposal of county and city records cannot be made without the consent of the director of general services.

In its findings and recommendations the committee recognizes the real need for improved control of records from their creation, with particular reference to the elimination of unnecessary duplication and the simplification of methods of handling and filing papers. It proposes, however, that first attention be given to the areas where the largest immediate savings can be made, i.e., those of records retirement, storage, and disposition. It makes specific suggestions for the inventorying and scheduling of records, the removal of inactive records to records centers, and the disposal of those of no further value. The committee leaves to its proposed Department of General Services the task of studying the problems of record making and record keeping and making recommen-

dations for improvements in correspondence management, forms and reports control, paper-work procedures, and mail and file operations. Until such studies are made no records management plan can be considered effective or lasting.

It is to be hoped that one recommendation will receive careful consideration. This is that current records be filed in such a way as to facilitate the disposing of those of temporary value when their usefulness is at an end without having to weed them laboriously from the more valuable papers. This is one of the real deficiencies in modern records; research in them is greatly hampered by the inclusion in large subject or decimal files of all sorts of trivia and many duplicates, among which are buried the much smaller number of significant papers.

ELIZABETH B. DREWRY

*Records Management Division
National Archives and Records Service*

Catalogue of the Library of Thomas Jefferson, Vol. I, compiled by E. Millicent Sowerby. (Washington, Library of Congress, Government Printing Office, 1952. Pp. xv, 562. Illustrations. \$5.00.)

This is the first of five volumes publishing the catalog of the library of Thomas Jefferson, which was purchased by an act of Congress in 1815 and became the nucleus of the present Library of Congress. The work is based on the catalog prepared by George Watterson, the Librarian of Congress, in 1815, and on Jefferson's own catalog of his library. In cataloging his books, Jefferson used the Baconian system of classification, listing them under the broad headings of history, philosophy, and fine arts, according to the three faculties of the mind required for their study — memory, reason, and imagination.

By opening the door to Jefferson's library the present compilation provides a unique and thoroughly objective approach to the fascinating problem of Jefferson's intellectual interests and attitudes. The inclusion of judiciously selected passages from Jefferson's writings indirectly gives an interpretative turn to the work and adds to its interest and value. Jefferson was generally so clear and consistent in his views that comment on them is really superfluous. His essentially practical outlook, for instance, is quite apparent in the following statements concerning scientific effort. "Medecine has never before produced any single improvement of such utility," Jefferson wrote to Dr. Jenner in 1806. "Harvey's discovery of the circulation of the blood was a beautiful addition to our knowledge of the animal economy. but on a review of the practice of medecine before & since that epoch, I do not see any great amelioration which has been derived from that discovery." (pp. 432-33.) To Professor Emmet, Jefferson wrote 20 years later: "To learn . . . the ordinary arrangement of the different strata of minerals in the earth, to know from their habitual collocations and proximities, where we find one mineral, whether another . . . may be expected to be in it's neighborhood, is useful. but the dreams about the modes of creation, enquiries whether our globe has been

formed by the agency of fire or water . . . is too idle to be worth a single hour of any man's life." (p. 496.)

Although Jefferson's library reveals remarkable catholicity on the part of its collector, as a critic Jefferson had his limitations. He considered Tacitus "the first writer in the world without single exception" and Ossian "the greatest poet that has ever existed." Although Jefferson expected objectivity from the historian and criticized Hume and Marshall for lacking this quality, as a reader he was not free from partisanship.

The number of books given or dedicated to Jefferson by their authors or translators attest his wide reputation as a versatile scholar and bibliophile. Not only did he encourage writing and publication, but he also circulated his own books freely among his friends. Most of his library was of European imprint and purchase, with the exception of the extensive files of American newspapers.

Unfortunately, only about a third of what once was the finest library in America remains. Recently, however, painstaking search and happy accident have located a few of the missing volumes, which have now joined the others in the Jefferson collection gathered in the Rare Books Division of the Library of Congress.

ELIZABETH COMETTI

Marshall College

A Catalogue of the Manuscript Holdings at the Oneida Historical Society at Utica, New York, by Glenn E. Thompson, Curator of Historical Collections and Francis W. Cunningham, Assistant Curator of Historical Collections, Volume 1, Number 1, June 1, 1952. Prepared under the sponsorship of the Munson-Williams-Proctor Institute at Utica, New York. (Utica, N. Y., Munson-Williams-Proctor Institute, 1952. Pp. iii, 63. Processed.)

This catalog describes 152 collections varying in size from the Alfred Conkling papers of 4 pieces to the Uticana collections of 2,701 pieces and 20 volumes. Each collection is dated and described in general terms. Principal names, dates, geographical references, and topics covered in the holdings are noted and indexed. Inevitably, the collections are of uneven quality and the great majority are of local interest. This catalog is valuable because of the scattered nature of the holdings and will be useful to scholars working in larger manuscript depositories, who may find a few additional items by consulting it. Generally speaking the holdings of the society are of the nineteenth century, but some documents date from the eighteenth.

Two illustrations of collections of wider interest are: "California History Sketches. 4 vol., 285 pp. 1846-1869" and "James Watson Papers. 1,475 pieces. 2 vol., 885 pp. 1750-1886." The entry for the latter states: "Most of these papers deal with James Watson's commission merchant activities in New York City, 1780-1806 and some deal with Federalist politics in New York State."

A dozen of the collections will be of particular use to the scholar interested

in land division, grants, and sales in colonial New York and in late eighteenth and early nineteenth century New York State.

Sources on the history of communications are to be found in the Erie Canal collection, the Northern Plank Road Company papers, and the material described as New York State newspapers-publishers' correspondence, which bears on "the formation of the Associated Press for Telegraphic Dispatches in 1846 and letters to Alexander Seward of Utica relative to the free delivery of newspapers outside of the mails in 1847."

For the local historian of Utica the two Uticana collections must be the most valuable described. Indeed, they would well justify a more extensive catalog than the two pages given to them in this work. The Oneida Historical Society is to be congratulated on its decision to draw attention to the wider values of its collections first.

Altogether the publication is a distinct credit to the society which has brought it out. The contribution becomes all the more noteworthy when it is realized that the Oneida Historical Society is privately owned and operated. It has a membership of about 300 persons and an operating budget of about \$12,500.

JAMES J. TALMAN

University of Western Ontario, Canada

Privatarkiver fra Tidsrummet 1660-1800 i Rigsarkivet, by Henny Glarbo.

Vejledende Arkivregistraturer IX, Udgivet af Rigsarkivet. (Copenhagen. Ejnar Munksgaards Forlag, 1952. Pp. x, 209.)

This is the third in a series of guides to private archival papers in the Danish State Archives. It covers the period from about 1660 to 1800, beginning with the establishment of the absolute monarchy in Denmark. It records papers of both the prominent and the not-so-prominent figures of these years.

The entries are arranged alphabetically by name for each of the persons whose collections of private papers are treated. There is a methodical listing of the letters and other items in each collection, including names, dates, and occasionally a brief indication of the subject matter. The guide ends with an elaborate index (pp. 131-209), which carries each name noted under each entry in the text. A strong Germanic flavor among the names bears witness to the considerable immigration into Denmark from the North German principalities, which characterized this period. A few names relate to the former Danish West Indies, notably that of Ulrich Wilhelm Roepstorff, who was governor-general when Alexander Hamilton's celebrated hurricane lashed the island of St. Croix.

Despite a phalanx of names that almost overwhelms the reader, these tightly-packed pages should have a solid appeal and be of real value to the historian, the genealogist, and the archivist. This guide certainly will be of much help to all researchers who wish to tap the resources of these papers. The industry of the compiler, Miss Henny Glarbo, is amazing; for the listing and verification of names and dates must have been an almost endless task. Although one can have only the greatest admiration for this painstaking work, it may be

doubted if other archivists, particularly in the larger organizations, can spare the time or the energy for such an ambitious project.

HAROLD LARSON

Historical Liaison Office, Air University

Archives générales du Royaume, *Inventaire des archives de la jointe des terres contestées*, par E. Hélin. (Bruxelles. Archives generales du Royaume, 1952. Pp. xiv, 66.)

In 1740, the Archduchess Maria Elisabeth of Hapsburg, governor of the Austrian Netherlands, established a commission to handle territorial disputes. This commission consisted at first of three members of the Privy Council, but others were added from time to time. It continued to function during the reigns of the Empress Maria Theresa and her son Joseph II. In 1794 the functions seem to have been taken over by the Imperial Government in Vienna.

The commission dealt with a great variety of land disputes, from minor feudal quarrels to the enormously complicated cessions which resulted from treaties. In the archives of the commission are to be found the rules and pronouncements governing the procedure and activities of the commission, both in general and in its consideration of specific cases, and the papers collected as exhibits or for study of the disputes brought before the commission.

Several inventories were made during the eighteenth century, none of them adequate. It is fortunate, however, that they have survived, for otherwise there would be no record of the complete collection of the early period, which has suffered from migrations. In 1794 the documents were moved to Vienna; in 1809 they were taken to Paris; in 1815 the Austrian Government ceded them to the "Government of the Low Countries"; in 1820, a fire in the house next to the *Chambre des Comptes* in the Hague, where they were housed, frightened their custodians into throwing them out of the window, and some were scorched and some lost. Between 1867 and 1871 they finally came under the control of the Belgian Government, which succeeded also in getting by exchange from Vienna a few items of the collection that for some reason had not previously been sent on.

In the early nineteenth century another attempt was made to inventory and classify the collection, but it was based only on the early inventories and not on the documents themselves. Its principal value lay in the fact that it tabulated losses.

The present volume is the work of three *archivistes-stagiaires* in the Belgian National Archives. It began as a series of exercises under the direction of the Archivist Joseph Lefèvre. The compilers have done an excellent job of classification and analysis, and the book should be very easy to use. It will be helpful to the student of diplomatic history, to the local historian who has dealings with regions falling into this category, and to those working in some aspects of legal or economic history. The table of contents makes the

classifications obvious at a glance, and the excellent index of proper names includes geographical data which greatly assist the searcher.

DOROTHY MACKAY QUINN

Frederick, Maryland

Report on the Progress of Work Done at the Punjab Government Record Office, During the Year 1950. (Simla, Punjab, Controller of Printing and Stationery, 1952. Pp. ii, 10. Rs 160.)

This report summarizes the work of the Punjab Record Office for the year 1950. Information is furnished under such headings as administration, acquisition of historical material, reference library, historical museum, archivistic treatment of materials, work of research and publication, and survey and publicity work. A resumé of action taken on the recommendations of the Indian Historical Records Commission and Research and Publication Committee and an appendix presenting much of the information in statistical form are also included.

Of special interest is the addition of two posts of *munshies* or scribes to the general staff for deciphering and copying newly discovered manuscripts; the acquisition of rare and valuable record materials pertaining to the Punjab and northern India from both public and private sources; the repair of several series of records such as the Khalsa Durbar; the examination and preliminary analysis of over 21,000 vernacular case files relating to Panipat, Thanesar, Gurgaon, and Simla districts; and the preparation of brief descriptive catalogs of about 200 Persian, Arabic, and Urdu manuscripts.

Despite this general progress, the Keeper of Records expresses the need for an increase in appropriations, for an increase in personnel, and for more space.

ROLAND C. McCONNELL

Morgan State College
Baltimore, Maryland

News Notes

MARY C. LETHBRIDGE, Editor
Assisted by ROY HART, *National Archives*

*Department of State
Washington, D. C.*

SOCIETY OF AMERICAN ARCHIVISTS

The secretary reports that the following persons or institutions have been accepted by the council as members of the Society: Lyle H. Miller, secretary of the Kansas Historical Society, Topeka, Kansas; John P. X. Britt, Ford Motor Company; Miriam E. Loveland, archivist of the First Church of Christ Scientist, Boston, Massachusetts; Raymond P. Flynn, National Archives; Jay R. McKee, archivist of the Firestone Tire and Rubber Company, Akron, Ohio; the Archives of Depauw University, Greencastle, Indiana; and Records Engineering, Inc., Washington, D. C.

The Society will hold its seventeenth annual meeting in Dearborn, Michigan, on September 14-15, 1953. Members attending the meeting will, if they so desire, be able to attend the sessions of the American Association for State and Local History, since that organization is holding its annual meeting in Detroit on days just preceding the Society's meeting.

Members who have not already done so are urged to return the form "Biographical Register," properly filled out, to the secretary at Box 131, Annapolis, Maryland, as soon as possible.

The following committee assignments have been made to date by President McCain:

Committee on Archival Bibliography — Lester W. Smith, Chairman; Lester K. Born, Edna L. Jacobson, Ernst Posner, Alice E. Smith.

Committee on Archival Buildings and Equipment — Victor Gondos, Jr., Chairman; Leonidas Dodson, Gust Skordas, W. Frank Burton.

Committee on Auditing — Russell Anderson, Chairman; Watt Marchman.

Committee on College and University Archives — Rev. Henry J. Browne, Chairman; Leonidas Dodson, Gaston Litton, Clifford K. Shipton, Lewis G. Vandervelde, Dwight H. Wilson.

Joint Committee on Historical Manuscripts (with the Library of Congress and the American Association for State and Local History) — Lester J. Cappon, Chairman; Philip C. Brooks, Edith M. Fox.

Committee on Local Arrangements, Seventeenth Annual Meeting — Henry Edmunds, Chairman.

Committee on Program, Seventeenth Annual Meeting — Emmett J. Leahy, Chairman; Wayne C. Grover, Vice Chairman.

Committee on International Relations — Lester K. Born, Chairman; Robert Claus, Oliver W. Holmes, Ernst Posner, Fred W. Shipman.

Committee on Labor Union Archives — Paul Lewinson, Chairman; Elizabeth W. Meade.

Committee on Revision of the Constitution—William D. McCain, Chairman; Morris L. Radoff, Helen L. Chatfield, Wayne C. Grover, Sherrod East, Leon de Valinger.

Committee on State Archives—David C. Duniway, Chairman; Morris L. Radoff, Dolores C. Renze, Mary G. Bryan, Robert Brown, Henry H. Eddy.

The annual joint luncheon of the Society and the American Historical Association was held on Dec. 29, 1952. President William D. McCain presented certificates of life membership in the Society to Margaret C. Norton, Archivist of Illinois, and, through the secretary, to M. Charles Braibant, Director of the Archives of France, who was unable to be present. Morris L. Radoff, Archivist of Maryland, spoke on the subject "What the Archivist Expects of the Historian." About 90 persons attended the luncheon.

Robert M. Hill of the New York Public Library represented the Society at the inauguration of Buell Gordon Gallagher as president of the City College of New York on Feb. 19, 1953.

REPORT OF THE COMMITTEE ON STATE ARCHIVES FOR THE YEAR 1952

Members of the Committee on State Archives undertook studies of a number of topics, and the results were presented at a breakfast at the annual meeting at Lexington, Kentucky. The full text of three of the reports will be distributed to all State archivists. In summary their basic recommendations may be of interest to others.

The salary survey by Morris Radoff of Maryland revealed that the lowest salary received by a State archivist was \$2,178 and the highest, \$8,250. Two of the three lowest salaries were for positions that were restricted, and bear no real resemblance to the duties and responsibilities of other State archivists. There were only 7 out of 33 State archivists who received a salary of more than \$6,999. There was an average advantage of \$500 in favor of archivists with full administrative responsibility as against those whose duties were not as broad. Greater variations existed from east to west, the Middle Atlantic States averaging \$7,238, and the South West and Far West averaging less than \$5,000.

The survey of microphotography in the States by Mrs. Dolores Renze of Colorado, was based upon an initial survey undertaken by John Baxendale of Vermont in 1951. It was found that 196 departments in 43 States utilize microphotography. There are 16 States where there is a central microfilming agency, although control and effective utilization varies greatly. Microphotography is generally done on a reimbursable basis. In only a few cases is rigid control vested in the central agency. In the majority of cases the agency is a service bureau. As a result many records appear to have been needlessly microfilmed. Thirty-two States have departments employing more than one full time operator. Camera equipment of all major manufacturers is in use, although Recordak installations are definitely in the majority. Bureaus of Vital Statistics in 33 States use microfilm, undoubtedly due to

the cooperative program worked out with the Federal Government. However, in most instances the equipment is in use only from a week to 3 days a month and is otherwise idle. In some instances the work is scheduled by the central agency. Archival or historical agencies use microphotography in 24 States for a wide range of projects. Revenue and finance agencies and employment, security, and welfare agencies in 22 States, motor vehicle departments in 15 States, highway departments in 13 States, and personnel, civil service, or retirement agencies in 10 States all use microphotography for a variety of projects. Other departments using the process vary greatly. An overall summary reveals that 15 State agencies in Oregon utilize microfilm, 11 in California and New York, 10 in Illinois, 9 in Massachusetts, 8 in Colorado, and 7 in Alabama, Michigan, and Pennsylvania.

The survey of laws governing archival agencies, undertaken by Mary Bryan of Georgia, resulted in gathering recent legislation from a number of States, a summary of functions based upon previous surveys by Lester Cappon, and the Committee's 1951 directory and a brief bibliography. It was recommended that all State archivists furnish the committee with copies of laws passed in 1953 which affect their functions. A survey of records destruction in the States, undertaken by Leon de Valinger of Delaware, was based on the former work of the committee in gathering information for the 1951 directory.

In view of the success of the work of the committee in gathering data, it is recommended that a breakfast be held again this next year in connection with the annual meeting of the Society at Detroit.

DAVID C. DUNIWAY, *Chairman*
JESSE BOELL
MARY GIVENS BRYAN
LEON DE VALINGER
MORRIS L. RADOFF
DOLORES RENZE

THE NATIONAL ARCHIVES AND RECORDS SERVICE

On December 15, 1952, the Declaration of Independence, the Constitution of the United States, and the Bill of Rights were formally enshrined in the Exhibition Hall of the National Archives. Chief Justice Vinson presided at the colorful ceremonies, which were attended by about 500 Federal officials and representatives of national organizations. Following an address by President Harry S. Truman, the roll of the States was called by Governor Carvel of Delaware, during which women of the Armed Forces of the United States massed the flags of the States on either side of the shrine. Luther H. Evans, Librarian of Congress, and Wayne C. Grover, Archivist of the United States, unveiled the enshrined documents. As reported in a previous issue of the *American Archivist*, the transfer of the Declaration and the Constitution from the Library of Congress to the National Archives was made possible by an agreement reached between the Librarian and the Archivist and approved by the Joint Congressional Committee on the Library on April 30, 1952. Now,

for the first time in many years, the three documents are displayed in the same place.

To provide safe storage for the three great charters when they are not on display or in case of emergency, a fireproof and bombproof vault has been constructed some 20 feet below the shrine. Located almost in the center of the Archives Building, the vault is of steel and reinforced concrete more than a foot thick. Four solid masonry walls stand between it and the street on all sides, and above it are five floors and a roof of reinforced concrete, their combined thickness being about four feet. An electrically operated mechanism capable of lowering the documents, along with their supports, into the vault and closing the massive lid at a moment's notice is provided. A stand-by battery system supplies electricity for the mechanism in case of power failure.

The Bill of Rights has been sealed in helium by the National Bureau of Standards in the same manner that the Declaration and Constitution were sealed in 1951. Thus all three documents are protected from harmful dust, moisture, heat, and chemicals in the air. Further, they are shielded from damaging light rays by special filters installed in the glass covers of the shrine case and in the spotlights that illuminate them.

On either side of the shrine there have been placed on permanent display some of the most significant documents that led to American independence and the establishment of the Federal Union. In the semicircular gallery adjacent to the Exhibition Hall, displayed in cases that once graced the Freedom Train, there are on exhibit more than 200 documents, maps, and pictures illustrative of the history of each of the 48 States.

Finding aids recently published by the National Archives include *Reference Information Paper* No. 43, dealing with materials in the National Archives relating to historical programs of civilian Government agencies during World War II, and preliminary inventories of the central office records of the National Resources Planning Board, the "old loans records" of the Bureau of the Public Debt, and the records of the Court of Claims Section of the Department of Justice, the Special Committee of the Senate to Investigate the National Defense Program (1941-48), the President's Air Policy Commission, and the Office of Labor of the War Food Administration. A limited number of copies of these publications is available upon request.

The National Archives has also published a bulletin entitled *Historical Editing*, by Clarence E. Carter, which contains a general discussion "of certain problems that commonly arise in connection with the editing of historical materials and the most approved methods for solving them." The bulletin may be obtained from the Superintendent of Documents at 20 cents a copy. Other recent publications include *Charters of Freedom*, a 16-page booklet which contains readable facsimiles of the Declaration of Independence, the Constitution of the United States, and the Bill of Rights, pictures of the murals in the National Archives Exhibition Hall, and short texts giving the background of the three great documents; and *The Formation of the Union*, a 30-page illustrated catalog of exhibited documents reflecting events that led

to American independence and the establishment of the Federal Union. Either publication is available from the National Archives at 25 cents a copy.

LIBRARY OF CONGRESS

The executors of the estate of Gen. John J. Pershing have formally transferred title in the Pershing papers to the Library of Congress. The value of this large group of papers, some 147,000 pieces, can scarcely be overemphasized. They relate, it is believed, to every major phase of Pershing's long and distinguished career, from the time he was a young officer in the Apache Indian campaigns in the Southwest through the years of his outstanding service as Commander-in-Chief of the American Expeditionary Force in World War I. Public notice will be given when the papers are ready for use, and requests for permission to consult them may be submitted at that time to the chief of the Manuscripts Division.

The Hon. Tom Connally of Texas has presented to the Library his personal papers, which consist of a series of 42 scrapbooks recording his activities from 1916-52, and more than 100,000 unbound pieces relating to his legislative career during the same period. The collection includes a vast amount of general correspondence, as well as special correspondence files on constituents and veterans, and on such subjects as political campaigns, immigration, tidelands oil, national defense, and atomic energy. The Senator's correspondence as chairman of the Senate Foreign Relations Committee is not with his papers, but remains in the custody of the clerk of that committee.

The personal papers of Dr. Harvey W. Wiley, chemist, author, and lecturer, have been received by the Library as a gift from Mrs. Wiley. Numbering nearly 70,000 pieces, the papers reflect all three phases of Wiley's career: as a student and teacher of chemistry; as chief of the Bureau of Chemistry (1888-1912), in which post he spent over 20 years fighting for a pure food law and another 5 years fighting for its enforcement; and, later, as author, lecturer, and director of the Bureau of Food, Sanitation, and Health of *Good Housekeeping Magazine*. The Wiley papers may be consulted under "Library Restrictions" as soon as their preliminary processing has been completed.

John P. Frey, retired labor leader and editor, has presented his papers (ca. 5,000 pieces) to the Library. They concern especially his long-time connection with the American Federation of Labor and his 24 years as editor of the *International Moulder's Journal*; they evidence, in addition, his close relations with outstanding labor leaders in the United States, England, Germany, and elsewhere. Mr. Frey's significant service at the International Economic Conference at Geneva in 1927 is documented, as is the part he played before and during World War II in the ironing out of labor controversies, especially in the country's shipyards.

Some 10,000 pieces have been added to the main body of Woodrow Wilson papers by Mrs. Wilson; there are notes and drafts for college lectures and addresses, early manuscripts of books and articles, and a good deal of correspondence, much of which falls within 1910, a year which has been rather

sparsely documented up to this time. Dr. Karl A. Meyer of Chicago has given the Library a series of 90 remarkable letters from Woodrow Wilson to his Princeton classmate and life-long friend, Robert Bridges, 1877-1923, two-thirds of which, it is believed, have never before been available for research. Other additions to the Woodrow Wilson collection include a group of manuscripts relating to Wilson, given by Dr. James H. Taylor, pastor emeritus of the Central Presbyterian Church of Washington, D. C., which Wilson attended when he was President of the United States; and photostats, from originals in the Alderman Library of the University of Virginia, of 20 letters from Wilson, 1880-1917, addressed for the most part to Charles W. Kent, a friend of his law school days.

Other material added to the holdings of the Library includes: a collection of 800 papers of the Morris and Popham families, 1667 to 1892, comprised of papers of several generations of Morrisses, beginning with the first Lewis Morris (1671-1746) and papers centered about Maj. William Popham (1752-1849) and members of his immediate family; and a diary kept by Asher B. Hinds from 1895 to 1900, when he served as clerk at the Speaker's table in the United States House of Representatives.

The original photographic negative of "The Universal Lincoln," the portrait of the sixteenth President that appears on the \$5 bill, has been presented to the library by Louis M. Rabinowitz of New York. Taken by the famous Civil War photographer, Mathew Brady, this is the best known and most valuable of the many portraits of Lincoln. Inquiries concerning photographs derived from this negative should be addressed to the Library's Photoduplication Service.

AMERICAN HISTORICAL ASSOCIATION

Edgar L. Erickson, chairman of the Committee on Documentary Reproduction, states in his mimeographed report submitted recently to the association that during 1952 the committee's activities were centered on microfilming foreign source materials, in cooperation with the Library of Congress, and microprinting basic printed source materials. The report reviews the filming of records in Greece and Italy by Fulbright research scholars and mentions the publication of articles by Fulbright scholars in the *American Archivist*. During 1953 Edgar B. Wicksberg of the University of California at Berkeley, who is in the Philippines on a Fulbright scholarship, will survey the badly damaged archives of that country with a view to arranging for the microfilming of unpublished catalogs and inventories.

A feature of the association's 1952 annual meeting was the exhibit of materials from the archives of the Ford Motor Company and the Firestone Tire and Rubber Company. The Ford exhibit included tape recordings of the voices of persons closely associated with the Ford story, selected private papers of Mr. Ford, and business papers of the Ford Motor Company. The Firestone exhibit displayed documents relating to the history of the Firestone Company and the rubber industry generally. A small leaflet describing the

history, organization, and services of the Firestone Archives was distributed to all who visited the Firestone exhibit.

TRAINING OF ARCHIVISTS AND RECORDS ADMINISTRATORS

Through inadvertence a note on the 1952 Institute on the Preservation of Archives, conducted by the American University in cooperation with the National Archives, the Library of Congress, and the Maryland Hall of Records, has not been published. The following students enrolled in the course:

William T. Alderson, Tennessee State Archives; Sister M. Kostka Baker, Sisters of St. Joseph, Baden, Pa.; Rev. Edmund L. Binsfeld, St. Charles Seminary, Carthagen, O.; Sarah M. Davis, Burton Historical Collection, Detroit Public Library; Evelyn L. Eager, Archives of Saskatchewan; Leone W. Eckert, Industrial & Labor Relations School, Cornell University; Archie F. Flucke, British Columbia Archives; Francis C. Haber, Maryland Historical Society; Sister M. Consuelo Heaps, Sisters of St. Joseph, Baden, Pa.; Olney W. Hill, Vermont Public Records Commission; Rev. Emilien Lamirande, Archives Deschatelets, Ottawa, Canada; Rev. John Lapensee, Archives of Oblate of Mary Immaculate, Montreal, Canada; Orval O. Lilejquist, Milwaukee Public Library; Mary L. McIntosh, Washington, D. C.; Joseph V. Pitner, Departmental Records Branch, Adjutant General's Office, Alexandria, Va.; Dolores C. Renze, Colorado State Archives; Vernon B. Santen, New York State Archives; Martha L. Simonetti, Pennsylvania Historical and Museum Commission; Dorothea Stephenson, New York State Archives; Jean Stephenson, Washington, D. C.; Rev. Worth M. Tippy, DePauw University Archives.

A highlight of the 1952 Institute was the visit of the students to the White House on June 18, where President Truman spoke to them in the Rose Garden. The remarks of Mr. Truman, in part, were as follows:

I am very glad to have you visit the White House. I am very much interested in what you are doing. In fact, I am highly interested in it because the papers of some of our Presidents of the United States, and of the Cabinet officers and of some of our Departments have been scattered from one end of the country to the other.

We finally did establish an Archives Building here . . . and I think we are on the way now to the proper preservation of the official papers of the Government of the United States.

And your organization has been very helpful in giving us the right sort of a start on that thing. I am personally interested because I want to see the state papers of President Roosevelt and myself properly cared for.

Princeton has had some experience in trying to assemble the official papers of Thomas Jefferson. They had to go from one end of the country to the other in order to get the fundamental documents that formed the policies of his administration. That shouldn't have to be done. They ought to be accessible in one place—the President's papers should be accessible where the scholars and archivists can get to them without difficulty. I hope we will have that in the future.

I am glad that you are continuing your school. I hope that you will continue to inform the people in Government in what they ought to do for the preservation of state papers. Just the other day, Mr. Leslie Biffle in cleaning out an old dust-covered bookcase in the Senate Library found some original documents signed by Washington and Jefferson and Polk, Madison, and Monroe. There was one there where Washington in his own handwriting was calling a special session of the United States Senate,

he wanted to address a special session of the United States Senate. It's in the original form and should never have been thrown around as that paper was. . . . That is what in the past has happened to papers of Presidents of the United States, and it should not happen. You can prevent it from happening.

The National Records Management Council in cooperation with the Business Administration Extension, University of California, is conducting a records management training program in San Francisco between February 17 and June 16, 1953. Instruction will be under the direction of Emmett J. Leahy and Arthur Barcan of the National Records Management Council, and guest lecturers will preside over a number of meetings. Topics to be studied in the course include: planning and organizing for records management; case studies—the “how, when, and where” of actual installations; streamlined controls on record making; forms, reports, correspondence; controlled record keeping; record center planning and operation; vital records protection; microfilming: when and how to use it; quality control of paper work and record keeping; “specialized” record systems for “specialized” offices; and the archivist in business records. Field trips will be made to noteworthy records installations and archival agencies. The registration fee to cover class sessions and field trips is \$100.

INTERNATIONAL ARCHIVAL ACTIVITIES

At its meeting at the Hague in June 1953 the Second International Congress on Archives will discuss the following topics: uniformity of archival terms, archives and documentation, archives and the history of art, the professional training of archivists, historical museums of records, and communication by loan of documents. To obtain as much information as possible on each topic in advance of the sessions, the program committee has circulated questionnaires dealing with each field to all member countries of the International Council on Archives and to archival institutions and associations throughout the world. Replies to these questionnaires, so far as the Society of American Archivists is concerned, are being prepared by Lester K. Born, chairman of the Society's Committee on International Relations. All correspondence concerning the Congress should be addressed to the Secretariat of the International Congress on Archives, General State Archives, 7 Bleysburg, The Hague, Netherlands.

The First Ibero-American Congress of Archivists, Librarians, and Copyright Experts was held in Madrid October 20-28, 1952. The section on archives considered such topics as the care and service of archival materials and the cooperative compilation of guides to historical and genealogical documents in Hispanic collections.

Dr. Roscoe R. Hill has contributed a review of information about Latin American archives and archivists to the *Hispanic American Historical Review*. Entitled “Latin American Archivology, 1950-1951” it appears in the August 1952 issue of the *Review*, actually published in October.

FOREIGN NEWS

Canada

The archives of the old Seminary of Quebec has launched, through the editorial services of the Presses Universitaires Laval, a program for the publication of historical documents selected from the Seminary's collections. Announcement has just been made of the publication of number one of the series, *Papiers Contrecoeur et autres documents relatifs au conflit anglo-français sur l'Ohio, de 1745 à 1756*, a large volume critically edited in cooperation with the Pennsylvania Museum and Historical Commission. The next publication, soon to be released, will be the Trudeau manuscripts relating to the exploration of the Missouri Valley. This program is of interest to American scholars, for few have had an opportunity to learn of the significant documents that are preserved at the Seminary. To carry on its work, the Seminary is seeking the support of learned institutions and foundations. Inquiries should be addressed to the Rev. Honorius Provost, Assistant Archivist, Archives of the Seminary of Quebec, Laval University, Quebec.

India

The National Archives of India has agreed to accept from the Indian embassy in Nepal the old British Residency Records up to 1921. These records, which doubtless will prove of special value for research in India's relations with Nepal in the nineteenth century, will have to be examined, sorted, arranged, and indexed before they can be made available for reference use.

Turkey

In connection with the celebration of the 500th anniversary of the capture of Constantinople by the Turks, the Near East Society *Bulletin* for November 1952 carried an article on "Archival Repositories of Istanbul," by Kerim K. Key. Reprints are available as long as the supply lasts from the author at 2430 Pennsylvania Avenue, N.W., Washington, D. C.

COLORADO

The Colorado State Archives Division is sorting, identifying, and arranging some 10,000 pictures in the Denver and Rio Grande Railroad Company archives in its custody. A guide to the collection is planned for publication in 1953. The archives has also been assigned the task of processing the Rio Grande Southern Railway materials, which were purchased by the Colorado Historical Society. This work will continue until the fall of 1953, when the papers will be transferred to the State Historical Library and made available for reference use. A guide to these records will be published later by the archives.

The microfilming unit of the archives is filming, in addition to State records, the following newspapers: the *Rocky Mountain News*, 1859-1950, the *Colorado Springs Gazette*, and the *Boulder Camera*. Filming of the first is jointly supported by the publishers, the State Historical Society, and the

Denver Public Library; the second and third projects are being carried out in cooperation with the Colorado Springs Public Library and the State Historical Society, respectively.

Ralph Sorvig, formerly of the University of Denver, has joined the archives staff as archives assistant, replacing Richard Stank, resigned. Mrs. Dolores C. Renze, State Archivist, assisted by Mr. Sorvig and Mr. Wenger of the Archives staff, presented a radio program dealing with State archives over Station KOA on January 24.

DELAWARE

The *Accessions List* for the quarter ending December 31, 1952, is the longest yet issued by the Public Archives Commission. The 32-page list reflects not only the nature and extent of the materials deposited in the Hall of Records, but also the effectiveness of the work of the Archivist and his staff.

The third and final volume of *A Calendar of Ridgeley Family Letters, 1742-1899*, will probably go to press late this year.

ILLINOIS

The University of Illinois Library has issued as No. 31 in its series of *Occasional Papers* a "Guide to the Map Collections in the University of Illinois Library." Prepared by William M. Woods, map librarian and instructor in library science, it discusses and evaluates the library's cartographic and supplementary materials. Copies may be obtained by writing the Editor, *Occasional Papers*, University of Illinois Library School, Urbana, Illinois.

Vera A. Avery has been named chief analyst and records consultant in the Records Analysis Division recently established by the Stivers Office Service of Chicago. The new division will specialize in records management surveys as well as in supplying experienced records clerks to meet temporary needs for personnel in the file and records departments of local organizations.

KANSAS

Robert W. Richmond succeeded Edgar Langsdorf as State Archivist on October 1, 1952. Mr. Richmond was formerly associated with the Nebraska State Historical Society. Mr. Langsdorf is now assistant secretary of the Kansas State Historical Society.

Recent accessions to the Archives Division of the Kansas State Historical Society include: correspondence files of the governor, 1947-49; statistical rolls of cities and counties, 1944-45, from the State Board of Agriculture; 2,099 volumes of records of insurance companies operating in the State (these have now been microfilmed), from the Insurance Department; correspondence and other files of the budget director, 1932-46; and engineering applicants' records, 1931-51 (microfilmed), from the Registration and Examining Board for Professional Engineers. Records were also received from the Labor Department, the Commission of Revenue and Taxation, the Department of Civil Service, and the Board of Health.

The society has recently moved into the field of county records. Although the importance of county records has long been realized, the society has had little opportunity in the past to assist county officials in records matters. When Johnson County officials recently moved into a new courthouse, the society cooperated with them by removing many of the older records for screening and inventorying. Those of permanent value will be preserved by the society. It is hoped that this project will serve as a starting point for large-scale work with county records.

MARYLAND

The Hall of Records in Annapolis has just issued Hall of Records *Publication No. 8, Calendar of Maryland State Papers Number 4 Part 2 The Red Books*. On June 1 *Publication No. 9* will be ready. It is a documentary history of building in Annapolis on the part of the State from 1697 to the present. The volume will be illustrated and will contain a full name index. The annual report of the Archivist from July 1, 1951, through June 30, 1952, is now ready for distribution.

On July 1, 1952, the Microfilm Division of the Hall of Records was set up, composed of three employees who are to microfilm current deeds, mortgages, and mortgage releases in the counties for deposit with the Commissioner of the Land Office of Maryland. In addition, the staff will make security copies of proceedings of the Orphans' Courts in various counties for deposit in the Hall of Records. These records cover the span of a century, 1850-1950.

A survey of records management in the State offices has just been completed by Records Engineering, Inc. The Archivist of the Hall of Records was appointed by the governor as chairman of a special commission to supervise the survey, and a new member was added to the Hall of Records staff as Public Records Examiner to implement the program recommended by the surveying consultants.

The Maryland Historical Society has received, partly by gift and partly by purchase, a number of documents relating to the early history of the Baltimore and Ohio Railroad. The purchase was made possible by a contribution from the railroad itself. Included in the collection are letters written by Roger B. Taney, Gov. Levi Lincoln of Massachusetts, Lincoln's Secretary of War Stanton, and many officials and engineers of the railroad. The society has also called for the return of two large groups of papers deposited with the Harvard Business Library in 1924. Among these are the James P. Stabler papers, most of which relate to the B & O Railroad. It is planned that these papers will soon be cataloged and accessible to students.

MICHIGAN

After the fire in the State Office Building in Lansing on February 8, 1951, the salvaged archives of the State were transferred to quonset huts on the Michigan State College campus, where they remain.

Vernon L. Beal joined the staff of the Michigan Historical Commission as

records administrator in September 1951. The State had had no archivist or records officer since the depression years. As a result of legislation passed in 1952, a State records management program was authorized and funds were provided to rent a new building for a State records center. A portion of this building will be set aside for the establishment by the Michigan Historical Commission of a proper State archives. The building was occupied in the fall of 1952 and historically valuable records are being transferred to it rapidly.

At a meeting of the Michigan Aviation Historical Committee recently, Peter Altman, chairman, announced that the first object will be to collect source material to serve as a nucleus for a research library on aviation in Michigan. Simultaneously, a survey of libraries throughout the State will be made to determine the availability of materials that might prove useful in writing a history of aviation in the State.

MISSOURI

Since his return to private life former President Harry S. Truman has looked over the Truman home farm at Grandview to select a possible site for the Truman Memorial Library and Museum. Several hundred file cases of the private correspondence of Mr. and Mrs. Truman are already in storage awaiting the building of the repository. Basil O'Connor is chairman of the committee planning the library, which is expected to be similar in scope to the Franklin D. Roosevelt Library at Hyde Park, N. Y.

NEBRASKA

The new building of the Nebraska State Historical Society, which will house the State archives, is nearing completion in Lincoln. James C. Olson, the society's superintendent, announces that the building will be dedicated September 27, 1953, the 75th anniversary of the society's founding.

NEW YORK

The New-York Historical Society's Gallatin collection was increased lately by nearly 1,000 manuscripts, bequeathed by Albert Eugene Gallatin, great-grandson of the famous Secretary of the Treasury.

The Oneida Historical Society at Utica, N. Y., has acquired most of the operating records of the Julliard Textile Mills, formerly the New York Mills at Utica. The records cover plant operations from about 1815 to 1915 and consist of 185 manuscript volumes. Glenn E. Thompson, instructor in history and college archivist at Utica College, has been elected president of the society and Francis W. Cunningham has been named its curator of historical collections.

NORTH CAROLINA

The Advisory Budget Commission has been asked to include in the State budget for 1953-55 the sum of \$1,596,095 for a specially designed building

to provide the State Department of Archives and History with adequate space for records, exhibits, and a variety of historical activities. At present the department is housed in an office building, which seriously limits the service that the department can give to the public.

On December 5, 1952, a specially designed case containing the original charter of Carolina, granted by Charles II to the Lords Proprietor in 1663, was officially installed in the Hall of History. The charter was purchased and presented to the Department of Archives and History by a group of citizens of the State in 1949. The new display case permits the charter to be seen at close range by the public yet provides protection against theft, vandalism, fire, moisture, and excessive light.

The Southern Historical Collections at the University of North Carolina has accessioned the papers of R. D. W. Connor, first Archivist of the United States. The papers include correspondence with President Franklin D. Roosevelt, 1934-41, speeches, and other documents relating to Connor's position as archivist.

OHIO

In May the Ohio State Archaeological and Historical Society will publish a *Guide to the Manuscript Collections in the Ohio State Archaeological and Historical Society Library*, by Elizabeth C. Biggert, manuscripts librarian. It will contain brief descriptions of all collections acquired from the beginning of the society to 1951, and will be available in both cloth and paper editions. Inquiries should be addressed to the society at 15th and North High Streets, Columbus 10, Ohio.

The society has added the following important collections to its holdings: the Backus-Woodbridge collection on the Scioto Land Company and the settlement of Marietta; the Maj. John Fuller diary and letters of travel in the Ohio Country and Mississippi Territory; the papers of Robert Neil, who was active in the stage coach, railroad, and real estate business in Columbus; John Sherman's "Notes written . . . while . . . studying law in Mansfield. . ."; and the Wildman family papers on land speculation and business in the Sandusky area in the early 1800's. Small groups of letters of James A. Garfield, Warren G. Harding, William H. Taft, and John Cleves Symmes were also received.

The Firestone Tire and Rubber Co., of Akron, has published an attractive booklet describing the company archives and library. The archives contain the papers of Harvey S. Firestone, Harvey S. Firestone, Jr., and John W. Thomas, constituting an unbroken series of top management records of the company since 1900. The Firestone papers have been cataloged. In addition, the archives holds the records of permanent historical or administrative value created in all departments and in all phases of the company's operations. The archives now contain some 560,000 documents, 150,000 photographic negatives, thousands of feet of microfilm, and 400 recordings. A disposal program has been developed for the orderly destruction of records of temporary

value. William D. Overman, treasurer of the Society of American Archivists, has been head of the Firestone Archives and Library since its creation in 1943.

PENNSYLVANIA

The Pennsylvania State Government Survey Committee, appointed by Gov. Fine a year ago, presented a report in January urging the complete overhaul of the Commonwealth's records program. Savings of at least \$1,500,000 a year are envisioned by the committee if its proposals are adopted. The report was largely based on the findings of a survey conducted by Thomas Amelia, assistant director of the southwestern division of the Pennsylvania Economy League, Inc. The experience of the State of Michigan was also cited as an example of savings to be effected by the adoption of a modern system of State records management. Gov. Fine followed up the report of the committee by requesting in his budget message, delivered to the General Assembly on January 26, 1953, an increase in the appropriation for his office in order to finance a division of records management. The division is now being established along the general lines recommended by the survey committee. At first emphasis will be placed on forms control and management policies rather than on archival practices.

SOUTH CAROLINA

The Historical Commission, the State archives agency, has acquired a Barrow Laminator. The machine was put into operation on November 18, 1952.

TERRITORY OF HAWAII

Miss Maude Jones, Archivist of the Board of Commissioners of Public Archives, reports that the new \$300,000 archives building now under construction will probably be ready for occupancy in September 1953. The ground breaking ceremonies were held on November 10, 1952. The building will have a basement, a main floor for offices, and a second floor air-conditioned vault for the preservation of records.

TEXAS

Texas Agricultural and Mechanical College Archives celebrated its second anniversary on August 1, 1950. Prof. D. B. Cofer of the English Department is serving as college archivist, and there is an archives committee of eight members headed by E. J. Howell as chairman. Two historical works based on materials in the archives have been published by Prof. Cofer recently, and these will be reviewed in the *American Archivist*.

VIRGINIA

Lester J. Cappon, editor of publications at the Institute of Early American History and Culture, reports that two years after the publication of the *Virginia Gazette Index, 1730-80*, twenty issues of this newspaper during 1755-

56, printed by William Hunter, no copies of which had hitherto been known, have come to light in private hands. Photostat copies are available in the Virginia State Library and a microfilm master negative of all the issues in this collection is in the Library of Congress. The newspapers themselves have been retained by the owner. The twenty issues, hitherto unknown, are as follows:

1755: June 6, 13, 20, 27; July 4, 11, 17; August 1, 8, 15, 29; November 21, 28; December 5, 26.

1756: January 2, 9, 16, 23, 30.

This collection also includes a perfect copy of the issue of May 16, 1755. This issue is in the microfilm file of the *Virginia Gazette*, but pp. 3-4 of the copy microfilmed were somewhat mutilated.

A collection of petitions and memorials to the Virginia House of Delegates, 1776-82, has been returned to the Virginia State Archives by the Cornell University Collection of Regional History. In return for these documents, which had been removed from the State during the Civil War, the University of Virginia has given to Cornell its collection of anti-Masonic broadsides, gathered by Dr. Samuel Bordley in Monroe County, N. Y., after 1827. Mrs. Edith M. Fox, curator of the Cornell Collection of Regional History, and Francis L. Berkeley, curator of manuscripts at the University of Virginia, carried out the exchange.

WEST VIRGINIA

At the December 6 meeting of the executive committee of the West Virginia Historical Society a project was approved to complete the copying of the birth and death records up to 1917, so as to fill the gap between early records and the vital statistics files now maintained in the State Department of Health. At the same time, marriage and will records up to 1925 will be copied. The copying of such court records was begun by the West Virginia Commission on Historic and Scenic Markers, the Works Progress Administration, and the Federal Emergency Relief Administration during the 1930's. Copies were filed at the Department of Archives at Charleston, the West Virginia University Library at Morgantown, and the Daughters of the American Revolution Library at Washington, D. C. Copies were also left in the hands of county officials. The active assistance of the Daughters of the American Revolution, the Colonial Dames, the Huguenot Society, and local historical units is being solicited for the current project.

WYOMING

More than three tons of correspondence and reports which make up the personal files of Joseph C. O'Mahoney, who represented Wyoming for the past 19 years in the United States Senate, have been given to the University of Wyoming's library. University Archivist Dean Krakel reports that the collection, which arrived in over 100 mail bags and boxes, is the largest and most valuable private collection ever received by the university. The files are well-organized and reflect the former Senator's efficient management of his office.